



## Building Department

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[www.townofbrunswick.org](http://www.townofbrunswick.org)

**Philip H. Herrington**  
Town Supervisor

Kevin Mainello  
Building & Zoning Supervisor

# VACANT BUILDING REGISTRATION FORM

(Town of Brunswick Local Law No. 1 of 2019)

## 1. Owner Information (If owner(s) is/are not individual, please see Section 2)

- a. \_\_\_\_\_  
First Name, Middle Initial, Last Name
- b. \_\_\_\_\_  
Residence Address (PO Boxes are not acceptable)
- c. \_\_\_\_\_  
City/Town/Village, State, Zip Code
- d. \_\_\_\_\_  
Business Address (PO Boxes are not acceptable)
- e. \_\_\_\_\_  
City/Town/Village, State, Zip Code
- f. \_\_\_\_\_  
Home Phone Number
- g. \_\_\_\_\_  
Work Phone Number
- h. \_\_\_\_\_  
Cell Phone Number
- i. \_\_\_\_\_  
Email Address

## 2. Non-Individual Owner Information

i. If the owner is a business entity, please provide its legal name, mailing address, and telephone number. Please also provide on an additional sheet(s) the names, mailing addresses, email addresses, business and residence addresses, and telephone numbers for each officer, director, and/or partner with an ownership interest of 10% or greater.

- a. \_\_\_\_\_  
Business Entity Name
- b. \_\_\_\_\_  
Business Entity Address (PO Boxes are not acceptable)
- c. \_\_\_\_\_  
Business Telephone Number

ii. If an estate, the name, business, residence, and email addresses and telephone number of the executor.

- a. \_\_\_\_\_  
Executor Name
- b. \_\_\_\_\_  
Executor Business/Residence Address (PO Boxes are not acceptable)
- c. \_\_\_\_\_  
Executor Email Address
- d. \_\_\_\_\_  
Executor Telephone Number

iii. If a trust, the name, business and residence, and email addresses and telephone numbers of all trustees.

- a. \_\_\_\_\_  
Trustee Name
- b. \_\_\_\_\_  
Trustee Business/Residence Address (PO Boxes are not acceptable)
- c. \_\_\_\_\_  
Trustee Email Address
- d. \_\_\_\_\_  
Trustee Telephone Number

iv. If an unincorporated association, the name, business and residence, and email addresses and telephone number of each officer or their equivalent.

- a. \_\_\_\_\_  
Officer Name
- b. \_\_\_\_\_  
Officer Business/Residence Address (PO Boxes are not acceptable)
- c. \_\_\_\_\_  
Officer Email Address
- d. \_\_\_\_\_  
Officer Telephone Number

**3. Property Description (Description of Property, including Street Address, Parcel Size, Number and Size of Structures, Structure Type, Number of Units, etc.)**

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**4. Payment**

The initial registration fee currently due is \$250. An additional annual fee will be charged which will be determined by building square footage and length of vacancy. This fee will be due on the first of every year.

Calculate the required annual fee using this table.

| Up to 5,000 square feet:      | 5,000 square feet and over:    |
|-------------------------------|--------------------------------|
| Up to 1 year.....\$1,000      | Up to 1 year.....\$2,000       |
| Up to 2 years.....\$1,500     | Up to 2 years.....\$3,000      |
| Up to 3 years.....\$2,500     | Up to 3 years.....\$5,000      |
| Up to 4 years.....\$3,500     | Up to 4 years.....\$7,000      |
| More than 4 years.....\$5,000 | More than 4 years.....\$10,000 |

Current Fee Due: \$250.

Make checks payable to: Town of Brunswick

**5. Name of Property Owner's Agent (If Owner's Residence and Business Addresses are not in Rensselaer County, an Agent MUST be designated in Rensselaer County)**

- a. \_\_\_\_\_  
First Name, Middle Initial, Last Name
- b. \_\_\_\_\_  
Residence Address (PO Boxes are not acceptable)
- c. \_\_\_\_\_  
City/Town/Village, State, Zip Code
- d. \_\_\_\_\_  
Business Address (PO Boxes are not acceptable)
- e. \_\_\_\_\_  
City/Town/Village, State, Zip Code
- f. \_\_\_\_\_  
Home Phone Number
- g. \_\_\_\_\_  
Work Phone Number
- h. \_\_\_\_\_  
Cell Phone Number
- i. \_\_\_\_\_  
Email Address

**6. Name of Person or Entity Responsible for Maintaining the Property (If Not Owner or Agent)**

- a. \_\_\_\_\_  
First Name, Middle Initial, Last Name
- b. \_\_\_\_\_  
Residence Address (PO Boxes are not acceptable)
- c. \_\_\_\_\_  
City/Town/Village, State, Zip Code
- d. \_\_\_\_\_  
Business Address (PO Boxes are not acceptable)

- e. \_\_\_\_\_  
City/Town/Village, State, Zip Code
- f. \_\_\_\_\_  
Home Phone Number
- g. \_\_\_\_\_  
Work Phone Number
- h. \_\_\_\_\_  
Cell Phone Number
- i. \_\_\_\_\_  
Email Address

**7. Fire Protection (Any type of Fire Protection System(s) located in the Vacant Building)**

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**8. Hazardous Material (Type and Amount of Material in the Vacant Building(s) considered hazardous by the New York State Department of Environmental Conservation, New York State Department of Transportation, United State Environmental Protection Agency, and/or the National Fire Protection Association)**

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## 9. Signature(s)

I do hereby certify that all statements made by me in this vacant building registration are true and correct to the best of my knowledge, information and belief, and further, I understand that in the event that I have knowingly and willfully made any false statements, I will be liable for punishment in accordance with all applicable laws and statutes.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

### **DEFINITIONS UNDER TOWN OF BRUNSWICK LOCAL LAW NO. 1 OF 2019: VACANT BUILDING REGISTRATION**

**CODE ENFORCEMENT OFFICER** – The duly authorized Town of Brunswick Code Enforcement Officer, or designated persons from that office.

**OWNER** – The person, persons or entity shown to be the owner or owners on the records of the Assessor's Office of the Town of Brunswick, those identified as the owner or owners on a vacant building registration form, a mortgagor in possession, or an assignee of rents, receiver, executor, administrator, trustee, lessee, other person, firm or corporation in control of the premises. Any such person will have joint and several obligations for compliance with the provisions of this chapter.

**UNOCCUPIED** – A building is considered unoccupied when it lacks the habitual presence of human beings. Evidence of a lack of occupancy may include, but shall not be limited to, one or more of the following conditions:

- A. Overgrown or dead vegetation;
- B. Accumulation of newspapers, circulars, flyers or mail;
- C. Past due utility notices, disconnected utilities or utilities not in use;
- D. Accumulation of trash, refuse or other debris;
- E. Absence of window coverings such as curtains, blinds or shutters;
- F. One or more boarded, missing or broken windows;
- G. The building is open to casual entry or trespass; and/or
- H. The building appears structurally unsound or has any other condition that presents a potential hazard or danger to the safety of persons.

A building shall not be deemed unoccupied if:

- A. It is undergoing construction, renovation or rehabilitation that is proceeding diligently to completion;
- B. It is occupied on a seasonal basis, but otherwise secure; and/or
- C. It is secure, but it is the subject of a probate action or other estate proceeding, action to quiet title or other ownership dispute.

VACANT BUILDING – A building that is unoccupied.