

VILLAGE OF FORT PLAIN

VACANT PROPERTY REGISTRATION

SECTION A: REQUIRED INFORMATION

For questions requiring more space attach additional pages as needed

Building Address: _____
 Fort Plain, NY 13339

SBL#: _____

Owner's Name _____

Owner's Address _____

Owner's P.O. Address (if different) _____

Owner's City, State and Zip Code _____

Owner's Telephone Numbers:
 () () (Cell)
 () () (Home)
 () () (Work)
 Email: _____

Copy of Current Driver's License: Previously Submitted Attached

NOTE: An owner or Local Property Management Company of improved real property located within the Village of Fort Plain which is vacant must register the property as per Village Law under Chapter 139. If the owner does not live within Montgomery County or within thirty-five (35) miles of the Village of Fort Plain he/she must designate an agent who will perform periodic property inspections and act as an agent upon whom process may be served in any action which may be commenced or instituted against such owner.

SECTION B: DESIGNATION OF AGENT

Designated Agent:
 Name _____

Agent's Telephone Numbers:
 () () (Home)
 () () (Work)
 () () (Cell)

Agent's Street Address _____

Agent's P.O. Address (if different): _____

Agent's City, State and Zip Code _____

The undersigned certifies that he, she or it is the owner of the above vacant premises located within the Village of Fort Plain and that the information set forth herein is complete and accurate. The undersigned designates the Fort Plain Village Clerk as the agent upon whom process against the owner may be served and designates the owner's address above as the address to which the Village Clerk may mail a copy of any process served upon the clerk. The undersigned acknowledges the obligation to keep the information set for the herein current and to file a revised notice of any change with the Village Clerk within thirty (30) days. The undersigned further acknowledges the posting requirements as set forth in Local Law No. 1 of 2008.

Owner

Joint Owner

The undersigned acknowledges that he or she has been named as Designated Agent for the property described above any consents to serving in such capacity.

_____ Designated Agent
If property is owned by a Corporation, Bank or LLC-Please complete Section D

VILLAGE OF FORT PLAIN

REGISTRATION AND POSTING OF OWNER AND MANAGER
INFORMATION AND DESIGNATION OF AGENT
& VACANT PROPERTY REGISTRATION

SECTION C: REQUIRED INFORMATION FOR VACANT PROPERTY

Local Law 2018-01 Vacant Property Registration

Date Property Became Vacant: ___/___/___

Is this: Initial Application Renewal

If a renewal, list initial registration date: ___/___/___

Since Last Registration:

- No Change
- Updated Information
- Transferred (30-day notice)/Sold
- Property re-occupied
- Other _____

Property Type:

- Residential (1-2 units)
- Apartments (3+ units)
- Commercial

A non-refundable annual registration fee pursuant to a fee schedule established by resolution of the Village Board shall accompany each registration pursuant to this section. The current fee schedule is \$250.00 for residential and \$750.00 for commercial.

The registration fee shall not apply to vacant real property, which is otherwise subject to the registration requirement, upon a showing by the owner that the building or structure is:

- ___ Undergoing active and diligent construction, renovation or rehabilitation
- ___ Used on a seasonal basis, but is otherwise secure
- ___ Subject of an administration or probate proceeding in a Surrogate's or other probate court
- ___ Damaged by a natural disaster, but where the owner intends to repair and reoccupy the property and is actively taking steps to do so
- ___ Located on real property which is listed for sale with a licensed real estate agency, in which case the exemption is for a period of one year.

List Agency _____

___ Located on real property which is for sale by owner provided the property is listed for no more than ten percent (10%) above the assessed value of the property, in which case the exemption is for a period of one year.

List Asking Price _____

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SECTION D: CORPORATION, BANK OR LLC OWNED

**Only answer this portion if the property is owned by a Corporation, Bank or LLC*

Name of Corporation, Bank, or LLC: _____

Address: _____

Signature _____

Printed Name _____

Phone: _____

Signer's Title _____
