

VILLAGE OF FORT PLAIN

REGISTRATION AND POSTING OF OWNER AND MANAGER
INFORMATION AND DESIGNATION OF AGENT
& 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 Telephone Numbers:
() () (Cell)

() () (Home)

Owner's P.O. Address (if different) _____ () (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, in whole or in part, is non-owner occupied even where the owner lives in Montgomery County of otherwise within thirty-five (35) miles of the Village of Fort Plain must designate a person who resides within Montgomery within thirty-five (35) miles of the Village of Fort Plain 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. Where an owner resides within Montgomery County or within thirty-five (35) miles of the Village of Fort Plain such owner must still complete this form, but may be named as the designated agent.

SECTION B: DESIGNATION OF AGENT

Designated Agent:

Name _____

Agent's Telephone Numbers:

Agent's Street Address _____ () (Home)

() (Work)

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

The undersigned certifies that he, she or it is the owner of the above non-owner-occupied 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*****

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SECTION C: REQUIRED INFORMATION FOR VACANT PROPERTY

Local Law 2018-01 Vacant Property Registration

Drivers License is Required

Date Property Became Vacant: ____ / ____ / ____

Is this: Initial Application Renewal

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

Since Last Registration:

Property Type:

- No Change Residential (1-2 units)
 Updated Information Apartments (3+ units)
 Transferred (30-day notice)/Sold Commercial
 Property re-occupied
 Other: _____

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 _____

All owners must sign in the presence of a Notary Public who will
complete the acknowledgment on page 2.

STATE OF NEW YORK)
COUNTY OF MONTGOMERY) ss:

On the _____ day of _____ in the year 20__ before me,

The undersigned, personally appeared _____
personally known to me or proved to me on the basis of satisfactory evidence
to be the individual whose name is subscribed to the within instrument and
acknowledged to me that he executed the same in his capacity, and that by his
signature on the instrument, the individual, or the person upon behalf of
which the individual acted, executed the instrument.

Notary Public for the State of New York
Commission Expires _____

Any person, firm or corporation who violates, disobeys, neglects,
or refuses to comply with any of the terms of Local Law No.1 of 2008
shall be guilty of a violation and be subject to fine of not less than one
hundred dollars (\$100.00) and not more than five hundred dollars
(\$500.00). Each week a violation continues shall be deemed a separate
offense.