



TOWN OF CHILI

BUILDING DEPARTMENT
3333 CHILI AVENUE, ROCHESTER, NY 14624
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Foreclosed/Abandoned/Vacant Property Registration Form

NEW UPDATE RENEWAL

1. PROPERTY INFORMATION (A separate form is required for EACH property)

Property Address:

Tax ID #

Foreclosure (vacant) Foreclosure (occupied)

Abandoned

Residential Commercial

Industrial

Is the property currently enclosed & secured from unauthorized entry (boarded up) Yes No

Is there a sign affixed to the property indicating the name, address & telephone number of the owner and/or owner's authorized agent (sign should be no smaller than 18"x24") Yes No

2. PROPERTY OWNER INFORMATION

Name:

Mailing Address (No P.O. Box):

City:

State:

Zip:

Phone Number:

Email:

3. FINANCIAL INSTITUTION/BANK INFORMATION

Name of Financial Institution/Bank:

Name of Contact:

Mailing Address (no P.O. Box):

City:

State:

Zip:

Phone Number:

Email:

4. PROPERTY MAINTENANCE INFORMATION

Name of Maintenance Company:

Name of Contact:

Mailing Address (no P.O. Box):

City:

State:

Zip:

Phone Number:

Email:

OVER

5. VACANT BUILDING PLAN

Why is the property vacant?

Is the building to be demolished? When?

Rehab timeline for properties to be returned to occupancy:

In accordance with S205-6 of the Town of Chili “Vacant Building” code, registration requires you to:

- **Certify** that the information provided above is accurate, and agree to notify the Building & Planning Department within 30 days after the building becomes vacant property, 15 days after assuming ownership, or within 30 days of any change in the registration information. Failure to register a vacant property within 30 days of its due date is a violation resulting in a penalty in the amount of \$250 for each instance. *A vacant building which has suffered fire damage or damage caused by extreme weather conditions will be exempt from the registration requirement for a period of 90 days after the date of the fire or extreme weather event.*
- **Certify** that the property has been inspected by the Owner/Agent and that no violations exist at the time of the filing of this registration.
- **Agree** to retain a *local* individual or *local* property management company responsible for securing and maintaining the property, if the property is vacant and the owner is unable to maintain the property.
- **Agree** that the local property maintenance/management company shall inspect and maintain the property on a regular basis (*not to exceed monthly*) for the duration of the vacancy, in accordance with the relevant Town of Chili ordinances.

I, the undersigned hereby affirm that I am duly authorized to act on behalf of all the ownership interests in the above property; that all information is true and correct; that all information herein will be updated and submitted to the Town of Chili Building Department; that any and all notices, including but not limited to legal service of process or citation, shall be sufficient if actually received and that failure to comply with local codes and ordinances, state sanitary codes, and all other laws applicable to this property, is subject to a summons.

Signature:

Date: