

Vacant Building Registration & Renewal Form

**Town of Williamstown
P.O. Box 646, 2470 VT Rte. 14
Williamstown, VT 05679
Phone: (802) 433-6671**

This form is used to track vacant properties and inform the Town Manager's Office of structures which are not occupied.

Property Information: (* required)

*Physical Address of Property: _____

*Property Owner Name: _____

*Phone Number: _____

*Owners Mailing Address: _____

*Emergency Contact Name: (If different from owner) _____

*Emergency Contact Phone: (If different from owner) _____

*Property Maintenance Company: _____

*Phone Number: _____ *Phone Number: _____

*(Mailing address, City, State & Zip Code) _____

Please check which of these measures will be used to secure the property:

*The owner of a vacant building or structure shall immediately lock, barricade, or secure all doors, windows and other openings in the building or structure to prohibit entry by unauthorized persons, in accordance with the vacant building maintenance standards of this ordinance. The owner of a vacant building or structure shall provide the police department with a list of persons authorized to be present in the building and shall provide notice authorizing the arrest for trespass of individuals not on the list. The owner shall update the authorized person list as needed. _____

or

* The owner or Responsible Agent shall purchase and install an emergency access key-box approved by the Fire Department. _____

* The property owner shall provide documented proof of liability insurance. Please submit with this form.

Signatures:

The below signed hereby attests that the information provided is accurate to the best of their knowledge.

Indicate if: Signature is Property Owner or Agent for Owner

Print Name: _____

Date: _____

Town Manager's Office or Their Agent Use Only Below:

Is documented proof of liability insurance attached:

Yes

No

The above property meets the requirements of the Williamstown Vacant Building Ordinance.

Administrator: _____

Date: _____