



CITY OF RUTLAND, VERMONT  
**DEPARTMENT OF BUILDING & ZONING**

City Hall – 52 Washington St. – Rutland, VT 05701  
Mailing Address: P. O. Box 969 – Rutland, VT 05702  
Phone: 802-773-1800 Fax: 802-773-2112

## VACANT BUILDING REGISTRATION FORM

Property Address: \_\_\_\_\_ SPAN# \_\_\_\_\_

Owner(s) Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

### Main Use of Building (check one):

Single Family Home     Multi-unit Residential     Commercial     Industrial

Most Recent Use: \_\_\_\_\_ # of Dwelling Units: \_\_\_\_\_

Local Agent (if owner resides outside VT): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Vacancy: \_\_\_\_\_ Expected Date of Vacancy: \_\_\_\_\_



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## Vacant Building Owner Responsibilities

In accordance with Rutland city Ordinance Title 9 Buildings, Chapter 16 Sub-sections 1350-1363, I certify that I am in compliance with all Vacant Building Owner Responsibilities with respect to the subject building and agree to:

- 1) Keep the vacant building secured
- 2) Ensure the vacant building complies with City Codes
- 3) Maintain the building's general aesthetic appearance when viewed from the street or adjacent properties
- 4) Provide regular maintenance and repair, including regular mowing, upkeep of vegetation and preventing accumulation of trash and debris
- 5) During winter months take all reasonable steps to ensure vacant building is not damaged by freezing weather
- 6) Appoint and identify a local agent who is responsible for the vacant building and who can gain ready access to the building in the event of an emergency or inspection (only applicable if owner resides outside of VT)
- 7) Grant building Inspector a temporary right of entry into the premises for the purpose of conducting inspections
- 8) Inform the building inspector of any changes in the identity, mailing address or telephone number of the vacant building owner or their local agent
- 9) Inform the Building Inspector in the event that the occupancy or use of the vacant building changes such that the building is no longer vacant under this ordinance

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Vacant Property Owner Signature

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Date

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Vacant Property Owner Signature

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Date