



Office of Code Enforcement Vacant Building Registration Form

Pursuant to the Ordinances of the City of Gardner, Vacant Building Registry and Maintenance. Please complete and return within thirty (30) days to avoid penalties. Must be typed or legibly printed
See Directions Attached

OFFICIAL USE ONLY

GIS/Tax Map #- _____
911 Address: _____
Date Received: _____
Amount Paid: _____
Registration Complete: Y N
Officer Initials: _____

1. PROPERTY INFORMATION

Address _____
Square footage of Building _____ Number of Stories _____
Age of Building _____ Most recent Use _____
Sprinkler System Yes No [Operational Yes No / Current Inspection Yes No]
Stand Pipe System Yes No [Operational Yes No / Current Inspection Yes No]
Fire Detection System Yes No [Operational Yes No / Current Inspection Yes No]
Elevator Yes No [Operational Yes No / Current Inspection Yes No]

2. OWNER(S)* OF RECORD

Primary Address _____
Tel. No. _____ E-mail: _____

3. CONTACT PERSON/REGISTERED PROPERTY MANAGER

Primary Address _____
Business Hour Tel. No. _____ Non-Business Hour Tel. No. _____
E-mail _____

4. LIENHOLDER(s)* OF RECORD

Address _____ Tel. No. _____

5. IS THE PROPERTY LISTED FOR SALE? Yes No If yes, Real Estate Agency Name

Address _____ Tel. No. _____

6. VACANT BUILDING PLAN. The owner must submit a Vacant Building Plan Form, and such other forms that may be required therein, which complies with one of the following. Please check which applies.

- a. The building is to be demolished.
- b. The building is to remain vacant.
- c. The building is to be returned to appropriate occupancy or use.

Please note: All required forms must be submitted with this registration form, and the appropriate fee.

7. SIGNATURE OF OWNER(S):

Date: _____

Date: _____

* Attach a separate sheet for additional owners or lienholders

* Fees on reverse side*