



**CITY OF ALBUQUERQUE  
CODE ENFORCEMENT DIVISION  
APPLICATION FOR VACANT BUILDING REGISTRATION**

The City of Albuquerque Housing Code Ordinance requires the registration of certain buildings that are about to become vacant or are vacant per Council Bill number O-04-34 Enactment number 0-2004-045.

**A vacant building is defined as follows:** An apartment house, dwelling, dwelling unit, efficiency dwelling unit, habitable space, residential building, rooming house or structure lacking the continuous habitual presence of human beings who have a legal right to be on the premises for a period of 60 days or longer.

Buildings under a listing agreement with a licensed real estate agent or commercial buildings with no residential uses are excluded.

**NOTE: This registration is valid for one year only and needs to be renewed each year the building is vacant.**

PLEASE TYPE OR PRINT. COMPLETE ALL SECTIONS.

APPLICANT INFORMATION:

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

PROPERTY TO BE REGISTERED:

ADDRESS: \_\_\_\_\_

LOT(S) / TRACT(S): \_\_\_\_\_ BLOCK(S): \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

UNIFORM PROPERTY CODE: \_\_\_\_\_

**Any vacant building in violation of the Uniform Housing Code cannot be registered with our office. Because an inspection is required, the non refundable application fee will be processed if the vacant building is found to be in violation.**

**Send application and fee to 600 2<sup>nd</sup> ST NW, Suite 500, Albuquerque, NM 87102**

**OFFICIAL USE ONLY**

**Date Received** \_\_\_\_\_ **Inspector** \_\_\_\_\_

**Activity/Account number** 469099/4916000 **Fee** \$100 Non Refundable