

# TOWN OF RED RIVER

## Vacant and/or Unattended Building Registration

Name of Owner(s):

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Mailing Address:

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Phone Number:

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Email:

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Type of Building:

Residential     Commercial     Other:

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Street Address:

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In-Town Contact Person

Name & Phone:

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Anticipated Length of

Vacancy:

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Any change to the information above must be reported to the Town of Red River **within five (5) days** by giving written notice to Chappell Stewart at [cstewart@redriver.org](mailto:cstewart@redriver.org).

Provide the following items with the registration:

1. Proof that all utilities have been disconnected
2. Proof of property insurance of one million dollars
3. Proof the building is surrounded by a six (6) foot tall solid fence with gate (commercial buildings only)
4. Proof all windows and doors are in working order and not boarded-up

A vacant building registration is good for a period of one (1) year. A fee of \$250.00 for the initial registration and inspection, plus a renewal fee of \$125.00 for each subsequent year. Please submit fee with registration. Checks be payable to Town of Red River, credit/debit cards, and cash are accepted. For further questions, please contact Chappell Stewart at [cstewart@redriver.org](mailto:cstewart@redriver.org) or (575)754-2277x206.

A vacant building is subject to inspection by the Town of Red River at any time it deemed necessary. There will be a \$125.00 excluding the initial and renewal inspections.

Owner Signature:

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Date:

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Owner Signature  
(if applicable):

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Date:

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P&Z Approval:

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Date:

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Fire Department Approval:

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Date:

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