



**Community Development**  
**Code Enforcement Department**  
 301 Washington Avenue, Suite 207  
 Bay City, MI 48708  
 Telephone – (989) 894-8175    Fax – (989) 894-8224

## VACANT BUILDING REGISTRATION

Owners who are required to register their property pursuant to Vacant Building Ordinance shall submit a completed vacant building registration form as provided by the Community Development Department, Building Code Enforcement containing the following information:

- a. Name of the owner of the property.
- b. A mailing address where mail may be sent that will be acknowledged as received by the owner.
- c. The name of an individual or legal entity responsible for the care and control of the property as well as the current address, telephone number, fax number and email address where communications may be sent that will be acknowledged as received by the individual responsible for the care and control of the property if different than owner information.
- d. The name and address of any and all mortgage holders.
- e. The name and address of any person(s) with a property interest in the subject property.
- f. **Required registration fee of \$ 25.00 must accompany this form.**

***Please Print Clearly***

|   |       |       |
|---|-------|-------|
| <b>Property Address:</b>  |       |       |
| <b>Property Owner:</b>  |       |       |
| Name(s)   |       |       |
| Address   |       |       |
| City  | State | Zip   |
| Telephone   | Fax   | Email |
| <i><b>Agent (If Applicable) Note: If submitted by Agent, Owner's written authorization is required.</b></i> |       |       |
| Name  |       |       |
| Address   |       |       |
| City  | State | Zip   |
| Telephone   | Fax   | Email |
| <b>Mortgage Holder (If Applicable)</b>  |       |       |
| Holding Company Name  |       |       |
| Contact Name  |       |       |
| Address   |       |       |
| City  | State | Zip   |
| Telephone   | Fax   | Email |
| <b>Limited Liability Company (If Applicable)</b>  |       |       |

|  |              |              |
|--|--------------|--------------|
| <b>LLC Name</b>  |              |              |
| <b>Managing Member's Name(s)</b>   |              |              |
| <b>Address</b>   |              |              |
| <b>City</b>  | <b>State</b> | <b>Zip</b>   |
| <b>Telephone</b>   | <b>Fax</b>   | <b>Email</b> |
| <b>If no managing member, all names and contact information (Provide additional sheets if necessary)</b> |              |              |
| <b>Address</b>   |              |              |
| <b>City</b>  | <b>State</b> | <b>Zip</b>   |
| <b>Telephone</b>   | <b>Fax</b>   | <b>Email</b> |
| <b>Other Persons with Property Interest (If Applicable)</b>  |              |              |
| <b>Name(s)</b>   |              |              |
| <b>Address</b>   |              |              |
| <b>City</b>  | <b>State</b> | <b>Zip</b>   |
| <b>Telephone</b>   | <b>Fax</b>   | <b>Email</b> |
| <b>Emergency Contact</b>   |              |              |
| <b>Name(s)</b>   |              |              |
| <b>Address</b>   |              |              |
| <b>City</b>  | <b>State</b> | <b>Zip</b>   |
| <b>Telephone</b>   | <b>Fax</b>   | <b>Email</b> |
| <b>Reason for Vacancy</b>  |              |              |
|  |              |              |

**Sec. 26-583(c) Requirement to keep information current.** If at any time the information contained in the registration from required pursuant to this article is no longer valid, the owner shall, within fourteen (14) days, file a new form containing valid and current information. There shall be no fee to update an existing registered owner's current information.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

**For Office Use Only**

Date Received \_\_\_\_\_  Cash  Check # \_\_\_\_\_ \$ \_\_\_\_\_