



Muskegon Charter Township Registration for Vacant/Abandoned Property

Date: _____ Parcel # 23- _____ - _____ - _____ Date of Vacancy _____

Vacant Property Address: _____

(Use a separate form for each property)

Is it okay to give your phone number to someone interested in purchasing the structure? Yes: _____ No: _____

Type of Structure: Commercial _____ Industrial _____ Residential _____ # of units in building _____

Owners Name: _____ Phone: (____) _____

Address: _____ Fax: (____) _____
(P.O. Boxes are not acceptable)

City, State: _____ Zip: _____

Driver's License or State ID # _____ State Issued: _____

Must submit a copy of a Driver's License or State ID

Date of Birth: _____ E-mail Address: _____

Signature _____

(Must be signed by the owner or an authorized agent for the owner)

*If there are multiple owners, such as an estate, association, LLC, or partnerships, you must attach a separate sheet and provide the requested information for ALL owners/principals of the entity. For more information regarding this requirement, please see the reverse side of this form.

Alternate Contact: (Required if all listed owners live out of state) Phone _____ - _____

Name: _____ Fax _____ - _____

Address: _____ City, State; _____ Zip _____

Driver's License or State ID # _____ State Issued: _____

Date of Birth: _____ E-mail Address: _____

*This person/entity must reside in Michigan, must be authorized to accept service of process on behalf of the owners, and be designated as a responsible, local party or agent, both for purposes of notification in the event of any emergency affecting public health, safety, or welfare, and for purposes of service of any and all notices or registration.

CURRENT FEE STRUCTURE:

<u>RESIDENTIAL</u>	<u>COMMERCIAL</u>	<u>INDUSTRIAL</u>
Year 1: \$200	Year 1: \$500	Year 1: \$500
Year 2: \$500	Year 2: \$1,000	Year 2: \$1,000
Year 3+: \$1,000	Year 3+: \$2,000	Year 3+: \$2,000

- Additional fees would include a late registration fee of \$250, an inspection and re-inspection fee of \$65 per inspection. All violations of this article are hereby designated as civil infractions with a civil fine in an amount not to exceed \$500.00, plus costs.

All fees will be invoiced by the Township annually when due, based on the vacant date of the building. For instructions, please see the reverse side. The vacancy date does not change due to a sale.

**When completed, please mail or e-mail the front page of this form to:
Muskegon Charter Township
Inspections Dept.
1990 E Apple Ave.
Muskegon, MI 49442**

Phone: 231-777-2555 Ext. 1131

E-mail: rclerk@muskegontwp.org

Form Information

1. An owner of a vacant property in the Township shall be responsible for registering that property by complying with the affidavit, registration, and inspection fee requirements within the times of Article XVII, Sec. 6-273.
2. This form is required to be filed within forty-five (45) days of vacancy, registration, and inspection fee requirements within Article XVII, Sec. 6-272.
3. An abandoned vacant property shall be registered within forty-five (45) days of the vacancy or ten (10) days of the inspection described in section 6-274.
4. Commercial structures that are vacant at the time this article takes effect shall be registered within forty-five (45) days.
5. It is your duty to amend this registration statement within forty-five (45) days of any changes in status or ownership. If no such notice is received regarding the status of a structure within the time limits, the building will be considered still vacant, and you may be invoiced.

For purposes of this section, the following shall also be applicable:

- (A) *If the owner is a corporation or a limited liability corporation, the registration statement shall provide the names and residence addresses of all officers, directors, and/or members;*
- (B) *If an estate, then the name and business address of the executor of the estate;*
- (C) *If a trust, the name and address of all trustees, grantors, and beneficiaries;*
- (D) *If a partnership, then the names and residence addresses of all partners with an interest of ten percent or greater;*
- (E) *If any other form or unincorporated association, the names and residence addresses of all principals with an interest of ten percent or greater;*
- (F) *If an individual person, then the name and residence address of that individual person.*

**For any further assistance with the registration process please contact the Inspections Department
231-777-2555 ext. 1131.**