



**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](mailto: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.**