

Foreclosed, Vacant and Abandoned Property Registration

All applicable information **MUST** be provided

**City of Highland Park
12050 Woodward Ave.
Highland Park, MI 48203
(313) 252-0050 Ext. 209**

Property Address:	Date of Application:
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Section I – Type of Registration

New
 Renewal
 Change in:
 Property Owner Information
 Property Information
 Local Resident Agent Information
 Remove from Registry

Section II – Property Information

Type of Dwelling:
 Single Family
 Duplex
 Multi Family - # of Units _____
 Basement
 Yes
 No
 Commercial – Central Business District
 Commercial – Other District
 Industrial
 No. of Levels _____

Heating System:
 Electric
 Gas
 Other _____
 No. of Furnaces / Boilers: _____
 Water Heating System:
 Electric
 Gas
 Other _____
 No. of Water Heaters: _____
 Air Conditioning:
 None
 Window Unit(s)
 Central Air

Utilities:
GAS
 On
 Off
 Meter(s) Removed
ELECTRIC
 On
 Off
 Meter(s) Removed
WATER
 On
 Off
 Meter(s) Removed
 No. of Electric Meters: _____
 No. of Electric Panels: _____
 No. of Gas Meters: _____

Section III - Property Owner Information

Property Owner Name	Phone - Home ()	Phone - Other ()
Property Owner Physical Address	Date of Birth	Driver's License No. and Issuing State
Property Owner Mailing Address (if different then physical address)	Property Owner E-Mail Address	

Classification of Ownership (Individual / Sole Ownership – skip to Section V – All others MUST complete Section IV)

Individual / Sole Ownership
 Representative of Estate or Trust
 LLC
 Corporation Incorporation
 Partnership
 Other (Describe)

Section IV – Qualifying Officer

Qualifying Officer Name	Tax ID or Employer ID No.	
Qualifying Officer Address	Phone - Home ()	Phone - Other ()
Qualifying Officer Mailing Address (if different then physical address)	Date of Birth	Driver's License No. and Issuing State

Attach more sheets if necessary to add additional Qualifying Officers

Section V – Responsible Local Agent

Responsible Local Agent Requirement

For the purpose of this registry the responsible agent shall be a representative of a corporation, partnership, firm, joint venture, trust, association, organization, or other entity having a legal or equitable interest in the property, or designated by the owner as responsible for maintaining the premises in compliance with all the provisions of the city codes and ordinances. All official notices and violations may be issued to the responsible agent, and any notice so issued shall be deemed to have been issued upon the owner of record. The owner of the premises may act as the responsible local agent.'

Designation of Responsible Local Agent – The owner of any foreclosed, vacant or abandon property that resides more than fifty (50) miles outside the City of Highland Park shall designate a person as the responsible agent who resides within fifty (50) miles of the City of Highland Park. If the responsible agent is a corporation, limited liability company, partnership or any other non-profit or for-profit entity, the address of the registered office must be within fifty (50) miles of the City of Highland Park.

Is a Responsible Local Agent required?
 Yes
 No
 If yes, complete the information below

Responsible Local Agent Name	Date of Birth	Driver's License No. and Issuing State
Responsible Local Agent Address	Phone - Home ()	Phone - Other ()

I understand and accept responsibility to serve as the Responsible Local Agent as defined above

Responsible Local Agent Signature

Date

Section VI – Agreement

I hereby attest the above information is true and correct to the best of my information, knowledge, and belief. I am aware that a false statement or dishonest answer may be grounds for denial of my registration, and / or may be punishable by law.

I further acknowledge and affirm should any information submitted on this registration form change, I will notify the Building Department and submit an amended registration without cost. I further understand that failure to update information within ten (10) days is a violation of the City of Highland Park Code of Ordinances and will be subject to late fees and penalties provided by Code.

I further acknowledge and affirm that failure to secure and maintain the property will subject me to penalties provided in the Code.

By signing this form I consent to receive notifications by email.

Date

Signature

Printed Name

FOR OFFICE USE ONLY

Physical Property Check:

Property needs Landscaping / Clean Up [] Yes [] No

Building repairs / replacements [] Yes [] No

Property needs securing [] Yes [] No

Outstanding Bills:

Property checked for current or past due water/sewer bills, mowing, cleanup, weed or debris removal, and penalties or debts of any sort arising from provisions of the housing code, including any blight violations.

[] Water Checked Outstanding Bill _____

[] Property Maintenance Outstanding Bill _____

[] Other _____ Outstanding Bill _____

[] Open Citations [] Open Court Actions

FEES - Choose one

REGISTRATION FEE – INITIAL REGISTRATION*

One & Two Family Residential Property - \$275.00

All Other Property - \$375.00

*Includes Initial Inspection Fee

REGISTRATION FEE – RENEWAL OF CERTIFICATE

One and Two Family Residential Property - \$200.00

All Other Property - \$300.00

Total Fees Due: \$ _____

Make checks payable to City of Highland Park

Approved: [] Yes [] No [] 2nd Review Required

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

The City of Highland Park will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, or political beliefs.