



# Vacant and Abandoned Property Registration

All applicable information **MUST** be provided

3209 W. Michigan Ave., Lansing, MI 48917

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 Email 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 Charter Township of Lansing 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.'

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 (    )
Responsible Local Agent Email Address:		

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 Charter Township of Lansing 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.

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

Residential Property - \$175.00

Commercial Property - \$300.00

REGISTRATION FEE – RENEWAL OF CERTIFICATE

Residential Property - \$175.00

Commercial Property - \$300.00

Total Fees Due: \$

Make checks payable to Charter Township of Lansing

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

Reviewed by: Date:

Reviewed by: Date: