**(FOR OFFICE USE ONLY)**

DATE RECEIVED: \_

# TOWNSIDP OF GENESEE

**REGISTRATION FORM FOR ABANDONED AND VACANT STRUCTURES**

## APPLICATION FOR CERTIFICATE OF OCCUPANCY IS REQUIRED UPON SALE

Please complete the information requested below and e-mail or mail responses to: Charter Township of Genesee

7244 North Genesee Road

P.O. Box215

Genesee, Michigan 48437 ATTN: Building Department

IN CARE OF:

## Registration is required within ten (10) days from the date of this notice or it will be subject to violation/penalty as provided b]' ORDINANCE #521.

Notice of Default - Deed Recording Instrument#: (please attach a copy of this form) Owner/Bank/Trustee:

Mailing Address: City:

State:

Zip: \_

Contact Name:

Property ManagementCompany:

Contact Name: E-Mail Address:

Phone Number:

24-hour Phone Number:

Mailing Address: City: State: Zip: \_

**PLEASE CHECK ONE: 2023** New Registration - $150.00 \_ Renewal Registration - $100.00

**\*\*The $150.00 registration/occupancy fee is for the first occupiable building/structure. Additional structures are $150.00 each.\*\* THIS FORM MUST BE RETURNED WITH THE PAYMENT WITIDN TEN (10) DAYS OF RECEIPT.**

# FAILURE TO COMPLY WILL RESULT IN A $500.00 PENALTY.

**An annual registration fee shall accompany this registration form. The fee and registration are valid for one (1) year with no partial year registration pro-ration.**

**You are required to renew your registration every January 1st that your structure is abandoned/vacant. You will not be notified when your registration has exl!\_ired or when the renewal fee is due.**

End date of most recent occupancy: On or about \_/\_/\_ Reason: \_

What are your plans for future use of this property?

Sell

Repair

Demolish Rental

If **you are planning to demolish, you must obtain a demolition permit within 45 days of your Abandoned Structure Registration.**

By my signature, I affirm that the representations made above are true and to the best ofmy knowledge.

Registrant: \_ Printed Name Signature Date

Company Name Address Phone

EMAIL ADDRESS

**REGISTRATION FORM FOR ABANDONED STRUCTURES**

The goal of our department is to improve the overall condition of properties within the Township of Genesee; to preserve property values in our township; and to create a safe and aesthetically pleasing place for residents to live, work and shop. It is also the objective of the Township to obtain compliance of its municipal codes through education, assistance, and the fair and consistent enforcement of its laws.

It is the intent of the Board of Trustees, through the adoption of Ordinance #521 to establish a mechanism to protect neighborhoods from being blighted through the lack of maintenance and security of abandoned properties; to establish an abandoned property registration program and to set forth guidelines for the maintenance of abandoned properties.

We thank you in advance for your cooperation. If you have any questions or concerns, please contact the Township of Genesee Building Department at (810) 640-2000 ext. 8.

**Responsibility of Property Owners and Managers**

\*\* Within ten (10) days of a property transaction involving a change of identity of an owner or the owner of record or upon transfer or transfer or assignment of a loan or deed of trust, a recordation must be recorded with the Building Department. This recordation must include the identity, mailing address and telephone number of the trustee and beneficiary responsible for receiving payments associated with the loan or deed of trust.

\*\* Prior to the recording of a Notice of Default or similar instrument, the trustee or beneficiary must perform an inspection, if the property is vacant, the property is deemed to be abandoned.

\*\* Within ten (10) days of identifying an abandoned property, the trustee or beneficiary must register the property with the Township of Genesee Building Department on specified forms.

\*\* Any change of information contained on the original registration form must be reported to the Township of Genesee Building Department within ten (10) days.

\*\* All properties must comply with the public nuisance requirements as outlined in **Ordinance #521.**

\*\* The property must be kept free of all weeds, dry brush, trash, junk and other items that give the appearance that the property is abandoned.

\*\* The property must be kept free of all graffiti, tagging and other markings. Any removal or painting over graffiti shall be done with an exterior grade paint that matches the color of the exterior of the structure. -

\*\* Front, side and rear yards shall be landscaped and maintained to the neighborhood standard and must be kept under 10 inches.

\*\* Pools and spas shall be kept in working order so that water remains clear and free of pollutants and debris, or must be drained. Pools and spas must comply with the minimum security fencing requirements of the Township of Genesee.

\*\* All properties must be secured in a manner so that they are not accessible to unauthorized persons.

\*\* A local property management company shall be contracted to perform weekly inspections to verify that the requirements of this Ordinance and any other applicable laws, are being met.

\*\* The property shall be posted with the name and 24-hour contact phone number of the local property management company. The posting shall be no less than 18"x24" and shall be a font that is legible from a distance of forty-five (45) feet, and shall contain the following verbiage: **"THIS PROPERTY IS MANAGED BY , TO REPORT PROBLEMS OR CONCERNS CALL (NAME AND PHONE NUMBER)"**

\*\*\* **As stated in Ordinance #521, Section IX (Violation/Penalty): A violation of this Ordinance is hereby designated a civil infraction and a fine in an amount not to exceed $500.00 for residential properties and $1500.00 for commercial and industrial properties, plus costs shall be paid by any owner who is found responsible for each such violation. Violators wil1 also be subject to sanctions, remedies and procedures as ser forth in Act 236 of the Public Acts of 1961, as amended.**