

**VACANT & ABANDONED STRUCTURE REGISTRATION FORM
CITY OF BATTLE CREEK CODE COMPLIANCE DIVISION**

10 N. DIVISION ST, STE 117 • BATTLE CREEK, MI 49014 • (269) 966-3387

This form is provided pursuant to Chapter 1456.04, Vacant & Abandoned Structures of the City of Battle Creek Codified Ordinances and is to be completed by the owner and/or other responsible person and returned to the address above within (10) ten days.

(Please Print) (*Denotes required information)

• PROPERTY ADDRESS: _____ ID#: _____

• PRINT NAME: _____ • DATE OF BIRTH: _____ / _____ / _____

• ADDRESS: _____

• CITY, STATE, ZIP: _____ • TELEPHONE NO: _____

• LIST ANY OTHER KNOWN PARTIES AND THEIR INTEREST IN THE PROPERTY BELOW:

• NUMBER OF UNITS/APARTMENTS IN THIS STRUCTURE DURING ITS MOST RECENT OCCUPANCY: _____ UNIT(s)

• END DATE OF MOST RECENT OCCUPANCY: ON OR ABOUT _____ / _____ / _____ REASON: _____

• CIRCLE YOUR CURRENT PLAN(s) FOR FUTURE USE OF THIS PROPERTY: SELL REPAIR REUSE DEMOLISH

COMPLETE THE REPAIR SCHEDULE ON THE BACK OF THIS FORM

IF YOU CIRCLED DEMOLISH, YOU MUST OBTAIN A PERMIT TO WRECK WITHIN 45 DAYS FROM THE DATE OF YOUR VACANT & ABANDONED STRUCTURE NOTICE.

IF YOU CIRCLED SELL, MAY WE GIVE PROSPECTIVE BUYERS YOUR PHONE NUMBER? Yes No

WOULD YOU CONSIDER DONATING THIS PROPERTY TO THE COMMUNITY? Yes No Don't know
(For more information, please contact us at the address or phone number above)

IF YOU ARE AWARE OF ANY LIENS ON THIS PROPERTY, PLEASE LIST THE NATURE AND APPROXIMATE AMOUNT(s):

IF THERE IS ANY OTHER INFORMATION ABOUT THIS PROPERTY YOU WOULD LIKE TO SHARE, PLEASE INDICATE:

BY MY SIGNATURE, I AFFIRM THAT THE REPRESENTATIONS MADE ABOVE ARE TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE _____

DATE _____

Fees are as follows:

1. Registration fee: \$25/one time
2. Monitoring fee: \$40 per month; invoiced quarterly
3. Administrative Search Warrant: \$250

For deposit to: 101.12.8040.455.030

REPAIR COMMITMENT SCHEDULE

ITEMS IN NEED OF REPAIR (Refer to the attached Notice of Violations)	DATE REPAIRS WILL BE COMPLETED	COMMENTS (OPTIONAL)

After your Repair Commitment Schedule is reviewed, you will receive a letter indicating whether or not it was approved. If not, the inspector will give you alternative dates. If you are unable to meet the deadline, you must submit a request for an extension **in writing** to the Anti-Blight Team Inspector for his approval prior to the deadline date. Deadlines missed without **prior** approval will generate a \$70 fee for which you will be invoiced. **PLEASE NOTE:** The Inspector will make periodic checks on the progress of the repair(s).

To the best of my ability, I will complete the repairs by the date I have specified.

Signature

Date