

**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:

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•NUMBER OF UNITS/APARTMENTS IN THIS STRUCUTRE 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 PROEPRTY 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):

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

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**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