

DATE RECEIVED: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_

**TOWNSHIP OF GENESEE  
VACANT PROPERTY REGISTRATION FORM**

**\*\*\*APPLICATION FOR CERTIFICATE OF OCCUPANCY IS REQUIRED UPON SALE\*\*\***

Please complete the information requested below and email or mail to:

CHARTER TOWNSHIP OF GENESEE  
7244 NORTH GENESEE ROAD  
PO BOX 215  
GENESEE, MICHIGAN 48437

Address: \_\_\_\_\_ Lock Box Code: \_\_\_\_\_

Property ID Number: \_\_\_\_\_

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

Notice of Default - Deed Recording Instrument #: \_\_\_\_\_

Owner/Bank/Trustee Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Property Management Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ 24 hour phone number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

PLEASE CHECK ONE:  NEW REGISTRATION - \$150.00  RENEWAL REGISTRATION - \$100.00

**\*\*The \$150.00 registration/occupancy fee is for the first occupiable structure. Additional structures are \$150 each.\*\***

**THIS FORM MUST BE RETURNED WITH THE PAYMENT WITHIN TEN (10) DAYS OF RECEIPT.**

**FAILURE TO COMPLY WILL RESULT IN A \$500.00 PENALTY BEING ISSUED.**

**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 the registration has expired 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 the property?  Sell  Repair  Demolish  Rental  Auction

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

Registrant Name: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_