



City of Garden City – Ordinance Dept.

6000 Middlebelt Road
Garden City, Michigan 48135
Tel 734.793.1807
www.gardencitymi.org

VACANT PROPERTY REGISTRATION

PROPERTY INFORMATION

Site Address: _____

Parcel ID # (Refer to Tax Bill): _____ Lock Box Code: _____

Property Type (Check one): Single-Family ____ Multi-Family ____ Commercial ____ Industrial ____

PROPERTY OWNER INFORMATION

Owner Name: _____ Owner Driver's License/State ID#: _____

The following Mailing Address must be the address where certified mail will be acknowledged as received by the owner.

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ E-Mail: _____

Is the Property Owner the individual responsible for the care and control of the Property? (Check one): Yes ____ No ____

AUTHORIZED REPRESENTATIVE OR LOCAL AGENT INFORMATION (If not the Property Owner)

Local Agent Name: _____ Local Agent Driver's License/State ID#: _____

The following Mailing Address must be the address where certified mail will be acknowledged as received by the local agent.

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ E-Mail: _____

OWNER RESPONSIBILITIES, CITY POLICIES AND FEES TO MAINTAIN A PROPERTY AS VACANT

- 1) Owner/authorized representative information change:** *If any of the above information changes, the owner shall file an amended form within ten (10) days of any change.*
- 2) Initial Inspection:** *Properties are subject to an initial inspection to ensure the safety and maintenance of the vacant property by ensuring compliance with all applicable codes and ordinances, including but not limited to the International Property Maintenance Code, the City of Garden City Code of Ordinances Chapter 151 Building Regulations, Chapter 154 Zoning and Chapter 155 Vacant Properties.*
- 3) Annual Inspection:** *Property included on the vacant property registry shall be subject to an annual inspection to ensure continued compliance with all applicable codes and ordinances.*
- 4) Initial Registration and Annual Inspection Fee:** *An initial residential or non-residential inspection fee shall be due upon submittal of the registry form. The fee shall be re-assessed at the beginning of every 12-month period.*
- 5) Unpaid Fees:** *All fees that remain unpaid after **14 days** written notice to the owner/local agent shall be assessed against the property as a lien and placed on the tax roll.*
- 6) Removal of Occupied Property from Registry:** *Prior to reoccupation of property that is subject to this article, the owner shall notify the city that the property has been sold or rented, and to whom. There shall be no fee to remove a property from the registry.*

INSPECTION FEES AND POLICIES

- **Residential Property:** Minimum Fee is \$500 for initial inspection from the Building Inspector which includes 2 inspections (if needed). Any additional inspections will be charged at \$35 per inspection.
- **Non-Residential (Commercial) Property:** Minimum fee is \$1000 for initial inspections from the Building and Fire Inspector which includes 2 inspections (if needed). Any additional inspections will be charged at \$60 per inspection.
- We cannot set exact times due to the changing nature of these inspections. Our inspections normally are made between 9:00am and 5:00pm normal business days. Property owner is required to provide safe access to all structures on property. Please allow two (2) business days for preparation of inspection report.
- Reinspection fees of \$35 for residential inspector will be charged each time for missed appointments or failure to provide access on the scheduled date.
- Reinspection fees of \$60 for each commercial/fire inspector will be charged each time for missed appointments or failure to provide access on the scheduled date.
- All work noted to be completed during the inspections shall be completed in a timely fashion. Additional permits may be required for work to be done or that has been done without permits.
- All fees are non-refundable.

****Note: Price increase took effect June 2022***

We, the undersigned, depose that the above provided information is true and correct to the best of my knowledge. We, the undersigned, hereby authorize the City of Garden City or designated representative to enter the subject property in connection with this application when necessary.

Signature of Property Owner: _____ **Date:** _____

Signature of Authorized Agent/Local Representative: _____ **Date:** _____

Mail or drop registration off to: City of Garden City Police Station
Attention: Kelly Kovacs – Ordinance Dept.
6000 Middlebelt Road
Garden City, MI 48135