

PENNFIELD CHARTER TOWNSHIP

VACANT/ABANDONED PROPERTY REGISTRATION FORM

This form is to be completed by the property owner or the responsible local agent for each address or complex.

REGISTRATION OF VACANT OR ABANDONED PROPERTY REQUIRED

All vacant/abandoned properties shall be registered with the Township. If the owner does not reside within 30 miles of the Township, he shall designate a responsible local agent, having his place of residence within 30 miles of the vacant/abandoned property, who shall be legally responsible for operating such dwelling in compliance with the Charter Township of Pennfield Vacant Property Ordinance.

The registration must be accompanied by a fee of \$100

1. Address of the dwelling _____

OWNER OR RESPONSIBLE LOCAL AGENT INFORMATION

1. Owner or responsible agent name _____
2. Owner or responsible agent date of birth _____
3. Address of owner/agent _____

4. Phone number (Owner/agent) _____
5. Address where owner/agent will accept notices _____

6. Phone number where owner/agent will accept calls _____

Signature of owner/agent

Date

MANAGER DESIGNATED BY THE OWNER OR RESPONSIBLE LOCAL AGENT

1. Name _____
2. Date of Birth _____
3. Residence _____
4. Address where manager will accept notices _____

5. Phone number where manager will accept calls _____

PROVIDING INFORMATION

No responsible party shall provide inaccurate or incomplete information for the registration of vacant/abandoned dwellings, or fail to provide information required by the Township Code Compliance Division. In cases in which the responsible party is a corporation, the information required for the registration shall be provided for the organization owning the property and for the president, general manager, or other chief executive officer of the organization. Where more than one person has an ownership interest, the required information shall be provided for each person.

CHANGE IN REGISTRATION INFORMATION

If any change occurs in the required registration information, the responsible party shall file an amended registration form with the Charter Township of Pennfield, Building and Zoning Department within 14 days of the change.

PLEASE RETURN REGISTRATION FORM AND FEE REMITTANCE TO:

**Pennfield Charter Township
Building & Zoning Department
20260 Capital Avenue N.E.
Battle Creek, Michigan 49017**

All registration forms must be received 60 days of vacancy/abandonment for RESIDENTAL PROPERTIES

All registration forms must be received 180 days of vacancy/abandonment for COMMERCIAL PROPERTIES

Pennfield Charter Township

20260 Capital Avenue NE, Battle Creek, MI 49017
(269) 968-8549 - Fax (269) 968-2021 - www.pennfieldtwp.com

"A great place to live - A great place to grow"

Registration and Inspection Fee Schedule

VACANT & ABAONDED PROPERTY

REGISTRATION FEES:

REGISTRATION	\$100.00
LATE REGISTRATION	\$400.00
FILING OF ADDITIONAL/NEW OWNER AFFIDAVIT	\$100.00

INSPECTION FEES:

(Safety & Maintenance)

RESIDENTIAL PROPERTY-

SINGLE UNIT RESIDENTIAL	\$60.00
TWO UNIT RESIDENTIAL	\$90.00

COMMERCIAL PROPERTY-

1-5 UNITS	\$50.00 PER UNIT
6 TO 12 UNITS	\$44.00 PER UNIT
MORE THAN 12 UNITS	\$36.00 PER UNIT

RE-INSPECTION (FIRST UNIT)	\$60.00
RE-INSPECTION (2 TO 4 UNITS)	\$50.00 PER UNIT
RE-INSPECTION (5 OR MORE UNITS)	\$40.00 PER UNIT

NO SHOW/LOCK OUT INSPECTION	\$75.00
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