

When completed please mail the notarized form with the appropriate fee to:

City of Muskegon
Planning and Economic Development Dept.
933 Terrace St.
P.O. Box 536
Muskegon, MI 49443

Form Information

1. This form is required to be filed and appropriate fees paid if a building has been vacant for 90 consecutive days.
2. Form must be completed and returned by January 1 of each year even if no fee is due.
3. It is your duty to amend this registration statement within 30 days of any changes in status or ownership. If no such notice is received regarding the status of a structure within the time limits, the building will be considered still vacant.
4. The requirements of this ordinance section are applicable to each owner of any building that shall have been vacant for more than 90 days.
5. For the purpose of filing this form an owner is defined as shown in the following ordinance excerpt:

For purposes of this section, the following shall also be applicable:

(A) If the owner is a corporation or a limited liability corporation, the registration statement shall provide the names and residence addresses of all officers, directors and/or members and shall be accompanied by a copy of the most recent annual tax report filed with the secretary of state;

(B) If an estate, the name and business address of the executor of the estate;

(C) If a trust, the name and address of all trustees, grantors, and beneficiaries;

(D) If a partnership, the names and residence addresses of all partners with an interest of ten percent or greater;

(E) If any other form of unincorporated association, the names and residence addresses of all principals with an interest of ten percent or greater;

(F) If an individual person, the name and residence address of that individual person.

For any further assistance with the registration process please contact the Planning and Economic Development Department at 231-724-6702.

Do Not Write Below This Line (City Use Only)

Received By: _____ Date Received: _____

Amount of Payment _____ Check Number _____

Pages Included _____



**City of Muskegon
 Planning & Economic Development Department
 Vacant Building Registration Form
 For Calendar Year 2008**

Date: _____ Property Parcel # _____ Date of Vacancy _____

Vacant Property Address: _____
(A separate form must be used for each property)

Type of Structure: Commercial Industrial Residential Units in Building _____

Owners Name * : _____ Phone: _____

Address: _____
(P.O. Boxes are not acceptable)

City, ST: _____ Zip: _____

Date of Birth: _____ Signature _____
(must be notarized)

* If there are multiple owners such as an estate, association, corporation or partnerships, you must attach a separate sheet and provide the requested information for ALL owners/principals of the entity. For more information regarding this requirement please see reverse side of this form.

Alternate Contact **: (required if all listed owners live out of state)

Name: _____ Phone _____

Address: _____ City _____ Zip _____

Date of Birth : _____

** This person/entity must reside in Michigan, must be authorized to accept service of process on behalf of the owners and be designated as a responsible, local party or agent, both for purposes of notification in the event of an emergency affecting public health, safety or welfare and for purposes of service of any and all notices or registration.

New Registration Annual Renewal

Fee Due : (Please check only one)

- Vacant less than 1 year \$0.00 Vacant 1 year but less than 2 years \$500.00
- Vacant 2 years but less than 3 years \$1,000 Vacant 3 years but less than 5 years \$2000.00
- Vacant 5 years but less than 10 years \$3,500.00
- Vacant at least 10 years is \$5,000.00 plus an additional \$500.00 for each year in excess of 10 years.

Subscribed and sworn on (date) _____

Signature of Notary _____

Print Name _____ County _____ State _____

Commission Expires (date) _____