

# Foreclosed, Vacant and Abandoned Property Registration

All applicable information **MUST** be provided

**City of Highland Park  
12050 Woodward Ave.  
Highland Park, MI 48203  
(313) 252-0050 Ext. 209**

|                   |                      |
|-------------------|----------------------|
| Property Address: | Date of Application: |
|-------------------|----------------------|

## Section I – Type of Registration

New   
  Renewal   
 Change in:   
 Property Owner Information   
 Property Information   
 Local Resident Agent Information   
 Remove from Registry

## Section II – Property Information

Type of Dwelling:   
 Single Family   
 Duplex   
 Multi Family - # of Units \_\_\_\_\_   
 Basement   
 Yes   
 No  
 Commercial – Central Business District   
 Commercial – Other District   
 Industrial   
 No. of Levels \_\_\_\_\_

Heating System:   
 Electric   
 Gas   
 Other \_\_\_\_\_   
 No. of Furnaces / Boilers: \_\_\_\_\_  
 Water Heating System:   
 Electric   
 Gas   
 Other \_\_\_\_\_   
 No. of Water Heaters: \_\_\_\_\_  
 Air Conditioning:   
 None   
 Window Unit(s)   
 Central Air

Utilities:   
**GAS**   
 On   
 Off   
 Meter(s) Removed   
**ELECTRIC**   
 On   
 Off   
 Meter(s) Removed   
**WATER**   
 On   
 Off   
 Meter(s) Removed  
 No. of Electric Meters: \_\_\_\_\_   
 No. of Electric Panels: \_\_\_\_\_   
 No. of Gas Meters: \_\_\_\_\_

## Section III - Property Owner Information

|   |                               |  |
|---|-------------------------------|--|
| Property Owner Name   | Phone - Home<br>(    )        | Phone - Other<br>(    )                |
| Property Owner Physical Address                                     | Date of Birth                 | Driver's License No. and Issuing State |
| Property Owner Mailing Address (if different then physical address) | Property Owner E-Mail Address |  |

Classification of Ownership (Individual / Sole Ownership – skip to Section V – All others MUST complete Section IV)

Individual / Sole Ownership   
 Representative of Estate or Trust   
 LLC   
 Corporation Incorporation   
 Partnership   
 Other (Describe)

## Section IV – Qualifying Officer

|   |                           |  |
|---|---------------------------|--|
| Qualifying Officer Name   | Tax ID or Employer ID No. |  |
| Qualifying Officer Address  | Phone - Home<br>(    )    | Phone - Other<br>(    )                |
| Qualifying Officer Mailing Address (if different then physical address) | Date of Birth             | Driver's License No. and Issuing State |

Attach more sheets if necessary to add additional Qualifying Officers

## Section V – Responsible Local Agent

**Responsible Local Agent Requirement**

For the purpose of this registry the responsible agent shall be a representative of a corporation, partnership, firm, joint venture, trust, association, organization, or other entity having a legal or equitable interest in the property, or designated by the owner as responsible for maintaining the premises in compliance with all the provisions of the city codes and ordinances. All official notices and violations may be issued to the responsible agent, and any notice so issued shall be deemed to have been issued upon the owner of record. The owner of the premises may act as the responsible local agent.'

Designation of Responsible Local Agent – The owner of any foreclosed, vacant or abandon property that resides more than fifty (50) miles outside the City of Highland Park shall designate a person as the responsible agent who resides within fifty (50) miles of the City of Highland Park. If the responsible agent is a corporation, limited liability company, partnership or any other non-profit or for-profit entity, the address of the registered office must be within fifty (50) miles of the City of Highland Park.

Is a Responsible Local Agent required?   
 Yes   
 No   
 If yes, complete the information below

|                                 |                        |  |
|---------------------------------|------------------------|--|
| Responsible Local Agent Name    | Date of Birth          | Driver's License No. and Issuing State |
| Responsible Local Agent Address | Phone - Home<br>(    ) | Phone - Other<br>(    )                |

I understand and accept responsibility to serve as the Responsible Local Agent as defined above

Responsible Local Agent Signature

Date

Section VI – Agreement

I hereby attest the above information is true and correct to the best of my information, knowledge, and belief. I am aware that a false statement or dishonest answer may be grounds for denial of my registration, and / or may be punishable by law.

I further acknowledge and affirm should any information submitted on this registration form change, I will notify the Building Department and submit an amended registration without cost. I further understand that failure to update information within ten (10) days is a violation of the City of Highland Park Code of Ordinances and will be subject to late fees and penalties provided by Code.

I further acknowledge and affirm that failure to secure and maintain the property will subject me to penalties provided in the Code.

By signing this form I consent to receive notifications by email.

Date

Signature

Printed Name

FOR OFFICE USE ONLY

Physical Property Check:

Property needs Landscaping / Clean Up [ ] Yes [ ] No

Building repairs / replacements [ ] Yes [ ] No

Property needs securing [ ] Yes [ ] No

Outstanding Bills:

Property checked for current or past due water/sewer bills, mowing, cleanup, weed or debris removal, and penalties or debts of any sort arising from provisions of the housing code, including any blight violations.

[ ] Water Checked Outstanding Bill \_\_\_\_\_

[ ] Property Maintenance Outstanding Bill \_\_\_\_\_

[ ] Other \_\_\_\_\_ Outstanding Bill \_\_\_\_\_

[ ] Open Citations

[ ] Open Court Actions

FEES - Choose one

REGISTRATION FEE – INITIAL REGISTRATION\*

One & Two Family Residential Property - \$275.00

All Other Property - \$375.00

\*Includes Initial Inspection Fee

REGISTRATION FEE – RENEWAL OF CERTIFICATE

One and Two Family Residential Property - \$200.00

All Other Property - \$300.00

Total Fees Due: \$ \_\_\_\_\_

Make checks payable to City of Highland Park

Approved: [ ] Yes [ ] No [ ] 2nd Review Required

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Highland Park will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, or political beliefs.