



# Foreclosed, Vacant and Abandoned Property Registration

Building Department

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All applicable information **MUST** be provided  
building@highlandparkmi.gov



Property Address:	Date of Application:
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### 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 (   )   (   )	Phone - Other (   )   (   )
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Property Owner Physical Address	Date of Birth	Driver's License No. and Issuing State
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Property Owner Mailing Address (if different then physical address)	Property Owner E-Mail Address
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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.
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Qualifying Officer Address	Phone - Home (   )   (   )	Phone - Other (   )   (   )
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Qualifying Officer Email Address:	Date of Birth	Driver's License No. and Issuing State
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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
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Responsible Local Agent Address	Phone - Home (   )   (   )	Phone - Other (   )   (   )
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Responsible Local Agent Email Address:	
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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.