

OFFICE USE ONLY

CERTIFICATE NUMBER:

NEW

UPDATE

5200 Civic Center Drive
Waterford, Michigan 48329
(248)674-6262 PH (248)674-4097 FAX
codeenforcement@waterfordmi.gov
www.waterfordmi.gov



VACANT PROPERTY REGISTRATION & AFFIDAVIT

PROPERTY INFORMATION

Vacant Property Address: _____

Parcel ID: _____

Residential:

Commercial:

Please answer each item below:

	Disconnected	Fully Operational		YES	NO
GAS SERVICE			STANDING WATER IN BASEMENT		
ELECTRIC SERVICE			MOLD IN BUILDING		
WATER SERVICE			PROPERLY WINTERIZED		
FIRE ALARM &/OR SUPPRESSION MUST REMAIN FULLY OPERATIONAL IF PRESENT		SECURED AGAINST UNAUTHORIZED ENTRY			

As Required Pursuant to Waterford Township Code of Ordinances, Chapter 4, Article VI, please complete all sections to ensure that Waterford Township has the most current information. If you do not have access to all of the information requested on this form, you MUST retrieve information prior to registering. If at any time the information contained in this affidavit is no longer valid, the property owner has ten (10) days to file a new affidavit containing current information. There is no fee to update a registered owner's current information. Incomplete and/or incorrect information will result in a Notice of Violation being issued.

Registration fee (\$10) and inspection fee (\$70) are due at time of submitting affidavit. Please include a photocopy of valid driver's license for each owner.

By signing this document the Property Owner grants permission to complete any and all necessary inspections of the subject property to ensure the safety and welfare of the citizens of, and employees of, Waterford Township.

The property shall be posted with name and a twenty-four-hour contact telephone number of a property management company located within thirty (30) miles of the subject property. The posting shall be no less than eighteen (18) inches x twenty-four (24) inches and shall be of a 72-point Arial font and shall contain, along with the name and twenty-four hour contact number, the words: "THIS PROPERTY MANAGED BY AND TO REPORT PROBLEMS OR CONCERNS CALL". The posting shall be placed on the interior of a window facing the street to the front of the property so it is visible from the street or secured to the exterior of the building structure facing the street to the front of the property so that it is visible from the street, or, if no such area exists, on a stake of sufficient size to support the posting in a location that is visible from the street to the front of the property, but not readily accessible to vandals. The local property management company shall inspect the property at least on a weekly basis to determine if the property is in compliance with the requirements of this section, shall create and maintain a written record of the inspections and provide written notice to the owner, any person registered as responsible for the care and control of the property and township of any areas of noncompliance.

PROPERTY OWNER INFORMATION

If owner is a corporation, partnership, LLC, etc., provide name, address, phone & signatures for all owners on an attached page.

Name: _____

Mailing Address: _____

Email: _____

Phone: _____ Fax: _____

Driver's License #: _____ State of Issue: _____ Date of Birth: _____

OWNER - NOTARIZED SIGNATURE REQUIRED

I agree to comply with all stipulations listed in the Waterford Township Code of Ordinances
Chapter 4, Article VI Vacant Property Registration.

PROPERTY OWNER SIGNATURE:

State of _____, County of _____

Subscribed and sworn to before me on this _____ day of _____, 20_____

Notary Public: _____

My commission expires: _____

Same as above

PROPERTY MANAGER INFORMATION

Company Name: _____

Manager Name: _____

Mailing Address: _____

Email: _____

Phone: _____ Fax: _____

Driver's License #: _____ State of Issue: _____ Date of Birth: _____

PROPERTY MANAGER - NOTARIZED SIGNATURE REQUIRED (if applicable)

I agree to comply with all stipulations listed in the Waterford Township Code of Ordinances
Chapter 4, Article VI Vacant Property Registration.

PROPERTY MANAGER SIGNATURE (if one named above):

State of Michigan, County of _____

Subscribed and sworn to before me on this _____ day of _____, 20_____

Notary Public: _____

My commission expires: _____