

تادتسملا مهف وأ لامكلا ةمجرتلا تامدخل ةجاح كانه تناك اذا ةماقلا بلطل مسقلا فرشمب لاصتلاا نجرى،

যদি নদি সম্পন্ন বা ববাবার জনয অনুবাি পদরষেবার প্রষাজন হ, অনুগ্রহ কষর
বাসস্থায়নর জনয অনুসরাধ করার জনয দবভাগী প্রধায়নর সাধি বযাগাষ্যাগ করুন।



Foreclosed, Vacant and Abandoned Property Registration

All applicable information **MUST** be provided

City of Hamtramck
3401 Evaline Hamtramck, MI 48212
(313) 800-5233 Ext. 296

| | | | |
|---|--|--|--|
| Property Address: | | Date of Application: | |
| Section I – Type of Registration | | | |
| <input type="checkbox"/> New <input type="checkbox"/> Renewal Change in: <input type="checkbox"/> Property Owner Information <input type="checkbox"/> Property Information <input type="checkbox"/> Local Resident Agent Information <input type="checkbox"/> Remove from Registry | | | |
| Section II – Property Information | | | |
| Type of Dwelling: <input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Multi Family - # of Units _____ | | Basement <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <input type="checkbox"/> Commercial – Central Business District <input type="checkbox"/> Commercial – Other District | | <input type="checkbox"/> Industrial No. of Levels _____ | |
| Heating System: <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Other _____ | | No. of Furnaces / Boilers: _____ | |
| Water Heating System: <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Other _____ | | No. of Water Heaters: _____ | |
| Air Conditioning: <input type="checkbox"/> None <input type="checkbox"/> Window Unit(s) <input type="checkbox"/> Central Air | | | |
| Utilities: GAS <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Meter(s) Removed ELECTRIC <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Meter(s) Removed WATER <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> 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 () |
| 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) | | | |
| <input type="checkbox"/> Individual / Sole Ownership <input type="checkbox"/> Representative of Estate or Trust <input type="checkbox"/> LLC <input type="checkbox"/> Corporation Incorporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other (Describe) | | | |
| Section IV – Qualifying Officer | | | |
| Qualifying Officer Name | | Tax ID or Employer ID No. | |
| Qualifying Officer Address | | Phone - Home () | Phone - Other () |
| 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 – Responsible Local Agent is defined in Ordinance §96.002 DEFINITIONS as: | | | |
| '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 – Ordinance §96.006 states: | | | |
| The owner of any foreclosed, vacant or abandon property that resides more than fifty (50) miles outside the City of Hamtramck shall designate a person as the responsible agent who resides within fifty (50) miles of the City of Hamtramck. 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 Hamtramck. | | | |
| Is a Responsible Local Agent required? <input type="checkbox"/> Yes <input type="checkbox"/> 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 () | Phone - Other () |

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 Department of Public Services and submit an amended registration without cost. I further understand that failure to update information within ten (10) days is a violation of Ordinance §96.005 of the City of Hamtramck Code of Ordinances and will be subject to late fees and penalties provided in §96.012 of the 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

Property needs securing [] Yes [] No

[] Open Citations

[] Open Court Actions

Building repairs / replacements [] 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 _____

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 Hamtramck

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

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

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