

City of Auburn Hills
 Community Development Department
 1827 N. Squirrel Rd.
 Auburn Hills, MI 48326
 (248) 364-6900



VACANT RESIDENTIAL PROPERTY AND MAINTENANCE REGISTRATION FORM

Chapter 18 Article VI

Primary Staff Contact:
 Darren Darge, Code Enforcement Officer – 248-364-6948

The purpose of the Vacant Residential Property Registration and Maintenance Ordinance is to help protect the health, safety and welfare of the citizens of Auburn Hills by preventing blight, protecting property values and neighborhood integrity, avoiding the creation and maintenance of nuisances, and ensuring the safe and sanitary maintenance of dwellings. This ordinance is intended to assist the city in creating a registry of vacant properties along with contact information for utility shutoff, code enforcement, building and fire safety, and police actions.

Key Information:

- A building or structure that is not legally or currently occupied is considered vacant.
- Property must be registered within 30 days of vacancy.
- At any time when the affidavit is no longer valid the owner, lender or possessory lender has 10 days to file a new affidavit with current information. There is no fee to update information.
- Safety maintenance inspection will be conducted within 21 day of registration.
- Vacant property will be monitored to ensure compliance with property maintenance and safety requirements.
- A Certificate of Occupancy will be granted once the home has passed inspection.

Fees- Total \$355.00 due at registration (\$200.00 + \$155.00)

Annual Registration	Revised Information	Safety Maintenance Insp.	Lock box # _____
\$200.00 <input type="checkbox"/>	No Fee <input type="checkbox"/>	\$155.00 <input type="checkbox"/>	Or phone # _____

Property Address

Sidwell # (if known)

Property Owner Information	
Full Name	
Drivers License Number	
Current Address (NO PO BOX)	
Telephone Number	
E-mail	

If Corporation or Joint Ownership, give name of principle officer or Resident Agent including date of birth and address of residence

Owner Agent/ Property Manager Information (if different from Property Owner information)	
Manager Full Name	
Business Name	
Address of Owner Agent/ Property Manager	
Telephone Number	
E-mail	

Emergency Contact
Property Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> Phone # _____
Name _____

Utility Status
Gas: <input type="checkbox"/> Disconnected <input type="checkbox"/> In Proper Working Order <input type="checkbox"/> Other _____
Electric: <input type="checkbox"/> Disconnected <input type="checkbox"/> In Proper Working Order <input type="checkbox"/> Other _____
Water: <input type="checkbox"/> Disconnected <input type="checkbox"/> In Proper Working Order <input type="checkbox"/> Other _____

Authorization	
By signing and submitting this document, I am authorizing the City of Auburn Hills to utilize this information, certifying that I have the legal authority to do so. I affirm that the information provided is accurate to the best of my knowledge. I am granting permission to the City of Auburn Hills authorized staff to access the exterior of the property for inspection purposes.	
Signature	
Print Name	
Drivers license# Or MI State ID#	Date