

City of Grosse Pointe Park
15115 East Jefferson
Grosse Pointe Park, Michigan 48230
(313) 822-5020

City of Grosse Pointe Park – Chapter 7, Article II
Planning & Economic Development Department

VACANT BUILDING RESISTRATION FORM

REGISTRATION/ INSPECTION/ RENEWAL FEE: \$250.00

LOCK BOX # _____

Date: _____ Parcel # _____ Date of Vacancy _____

Vacant Property Address: _____
(A separate form must be used for each property)

Type of structure: Commercial Industrial Residential Units in Building _____

Owners Name * : _____ Phone: _____ - _____

Address: _____ Fax: _____ - _____
(P.O. Boxes are not acceptable)

City, State: _____ Zip Code: _____

Email: _____

Signature _____
(Must be signed by owner or an authorized agent for the owner)

*If there are multiple owners such as an estate, association, LLC or partnerships, you must attach a separate sheet and provide the requested information for ALL owners/principals of the entity. For more information regarding this requirement, please see reverse side of this form.

Alternate Contact **: (Required if all listed owners live out of state) Fax: _____ - _____

Name: _____ Phone: _____ - _____

Address: _____ City: _____ Zip Code: _____

Email: _____

**This person/entity must reside in Michigan, must be authorized to accept service of process of behalf of the owners and be designated as a responsible, local party or agent, both for purposes of notification in the event of an emergency affecting public health, safety or welfare and for purposes of service of any and all notices or registration.

(See Reverse Side)

When completed please mail, fax or e-mail the front page of this form to:

**City of Grosse Pointe Park
15115 East Jefferson
Grosse Pointe Park, MI 48230
Fax: (313) 822-4564
E-Mail: vandenboomd@grossepointepark.org**

FORM INFORMATION

1. This form is required to be filed if a building has been vacant for 30 consecutive days.
2. Form may be faxed, when completed, to (313) 822-4564 OR E-Mail:
publicservice@grossepointepark.org
3. It is your duty to amend this registration statement within 20 days of any changes in status or ownership. If no such notice is received regarding the status of a structure within the time limits, the building will be considered still vacant and you may be invoiced.
4. The requirements of this ordinance section are applicable to each owner of any building that shall have been vacant for more than 30 days.
5. For the purpose of filing this form an owner is defined as:
 - (A) *If the owner is a corporation or a limited liability corporation, the registration statement shall provide the names and residence addresses of all officers, directors and/or members and shall be accompanied by a copy of the most recent annual tax report filed with the secretary of state;*
 - (B) *If an estate, the name and business address of the executor of the estate;*
 - (C) *If a trust, the name and address of all trustees, grantors, and beneficiaries;*
 - (D) *If a partnership, the names and residence addresses of all partners with an interest of ten percent or greater;*
 - (E) *If any other form of unincorporated association, their names and residence addresses of all principals with an interest of ten percent or greater;*
 - (F) *If an individual person, the name and residence address of that individual person.*

For any further assistance with the registration process, please contact the Building Department at (313) 822-5020.

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VACANT BUILDING STATUS NOTIFICATION

I, _____ certify that the building located
Please Print

At _____, Grosse Pointe Park, MI has
been sold _____ or was occupied _____ on this day _____
(Please check only one – sold or occupied)

IF SOLD PLEASE PROVIDE THE FOLLOWING INFORMATION:

New Owner Information

Owner _____

Owner Address _____

Owner City _____ State _____ Zip Code _____

Signature _____ Date _____

THIS FORM MUST BE SIGNED TO BE VALID

Return to:

City of Grosse Pointe Park
Building Department
15115 East Jefferson
Grosse Pointe Park, MI 48230