



City of East Lansing
 Planning, Building and Development
 410 Abbot Road
 East Lansing, MI 48823
 (517) 319-6859

ABANDONED AND VACANT RESIDENTIAL STRUCTURE REGISTRATION

Owners who are required to register their properties pursuant to Ordinance No. 1304 shall submit a completed vacant property registration form, as provided by the Planning, Building and Development Department, containing the following information:

- a. Name of the owner of the property.
- b. A mailing address where mail may be sent that will be acknowledged as received by the owner.
- c. The name of an individual or legal entity responsible for the care and control of the property as, well as the current address, telephone number, fax number, and e-mail address where communications may be sent that will be acknowledged as received by the individual responsible for the care and control of the property, if different than owner information.
- d. The name and address of any and all mortgage holders.
- e. The name and address of any other person(s) with a property interest in the subject property.
- f. **Required Registration fee of \$150.00 must accompany this form.**

(PLEASE PRINT CLEARLY)

PROPERTY ADDRESS:		
PROPERTY OWNER:		
Name(s)		
Address		
City	State	Zip
Phone Number	E-Mail Address	
AGENT: (If Applicable) <i>Notice: If submitted by Agent, Owner's written authorization is required</i>		
Name		
Address		
City	State	Zip
Phone Number	E-Mail Address	
MORTGAGE HOLDER: (If Applicable)		
Holding Company Name		
Contact Name		
Address		
City	State	Zip
Phone Number	E-Mail Address	

LIMITED LIABILITY COMPANY: (If Applicable)		
LLC Name		
Managing Member's Name(s)		
Address		
City	State	Zip
Phone Number	E-Mail Address	
If no managing member, all names and contact information: <i>(Provide additional sheets if necessary)</i>		
Address		
City	State	Zip
Phone Number	E-Mail Address	
OTHER PERSONS WITH PROPERTY INTEREST: (If Applicable)		
Name(s)		
Address		
City	State	Zip
Phone Number	E-Mail Address	
EMERGENCY CONTACT:		
Name(s)		
Address		
City	State	Zip
Phone Number	E-Mail Address	
REASON FOR VACANCY:		

Ordinance No. 1304 Sec 6-305, if at any time the information in the registration form required pursuant to this article is no longer valid, the owner shall, within ten (10) days, file a new form containing valid, current information. There shall be no fee to update an existing registered owner's current information.

Signature: _____ Printed Name: _____ Date: _____

For Office Use Only

Date Received:

Cash
 Check # _____ \$ _____
 Credit (Visa, MasterCard, Discover)

Notes: