

Unoccupied Property Registration

City Clerk's Office: 989.759.1480 fax: 989.759.1447
1315 S. Washington Avenue, Saginaw, MI 48601

www.saginaw-mi.com



Instructions:

- Complete a separate form for each location to be registered. Any future updates in mailing, contact, owner, controller or agent information must be submitted directly to the Clerk's Office or online within 30 days.
- Applications can be submitted by mail, fax, or in person. Make checks payable to: **City of Saginaw**
- If a controller or local agent is designated, a written authorization signed by the owner must accompany this application.
- A statement describing the expected period of vacancy, a detailed plan for regular maintenance, and a timeline of re-occupancy, rehabilitation or demolition must be provided with the initial application and with annual renewal.
- Renewal payments are due each year by December 30th; there is a 100% penalty for late payments.
- If the property has become occupied or has been sold, you must contact the Clerk's Office.

Property Address:		Number of Units:	
Owner Information Should reflect exact name/s on deed to property		Controller Information: the business/individual responsible for payments, renewals, certificates and notices.	
Name/s on deed 1. 2.		Business Name	
If deed holder is a business, who is the responsible individual		Individual representing business	
Mailing address		Address	
City		State Zip	
State Zip		Phone number	
Primary phone		email	
Secondary phone		Local Agent Information: the business/individual responsible for property maintenance. REQUIRED if deed holder is not located in Michigan.	
Email		Business Name	
Date of Birth 1. 2.		Individual Agent's Name	
Driver's License Number 1. 2.		Address	
Federal Tax ID Number if applicable		State Zip	
		Phone number	
		email	

Signature Section

I, _____, hereby swear or affirm that I am the OWNER/AGENT/OPERATOR of the above property and that the information contained on this application is true. I also swear of affirm that I am familiar with or have received information on the terms of the City Ordinance that regulates this registration. I hereby agree that in the event my property becomes dangerous as defined by the City of Saginaw Dangerous Building Ordinance, State Law, or the City of Saginaw Housing Code, I give permission for the City, its agents, employees, or representatives, to enter and board the premises or do whatever necessary to make the property secure and safe. I further hold the City harmless from all claims arising out of any actions in relation to the boarding or securing of said premises. I further agree to reimburse the City of Saginaw for all expenses incurred in securing said premises.

X _____ Date: _____

Please use the space provided below to detail your maintenance plan, or provide a prepared statement to accompany this application.