

Unoccupied (Vacant) 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, online 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 the 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		Business Name	
1.		Individual representing business	
2.		Address	
If deed holder is a business, who is the responsible individual		State	
Mailing address		Zip	
City		Phone number	
State		email	
Zip		Local Agent Information: the business/individual responsible for property maintenance. REQUIRED if deed holder is not located in Michigan.	
Primary phone		Business Name	
Secondary phone		Individual Agent's Name	
Email		Address	
Date of Birth		State	
1.		Zip	
2.		Phone number	
Driver's License Number		email	
1.			
2.			
State:			
Federal Tax ID Number if applicable			

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: _____

