



City of Charlotte

Vacant Property Registration

Lock Box Code: _____

Address: _____

1. Bank/Owner Information:

Last Name	First Name	Middle Initial
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Address

City	State	Zip
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Phone	Email
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Real Estate Company/Management Company Name

Agent Name

Address

City	State	Zip
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Phone	Email
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Vacant Property Maintenance Plan

It is declared a public nuisance for any owner to cause, permit, or maintain any property condition contrary to the provisions of this ordinance. The owner or owner's agent must adhere to the Vacant Property Maintenance Plan as contained in this section and the time schedule requirements on the registration.

- 1) The owner or owner's agent shall perform regular weekly inspections of the property to assure compliance with the requirements of this section
- 2) The owner or owner's agent shall allow access by the Township Building Department Inspectors for the purpose of inspection and in case of emergency.
- 3) Utilities must be properly disconnected or connected and in proper working order.
- 4) All doors, windows and other openings shall be secured as required.
- 5) Weeds shall be removed from landscape beds, the perimeter of buildings, along fence lines, and in parking lot joints & cracks.
- 6) Grass height shall be maintained no higher than eight (8) inches and the trimmings removed from the property.
- 7) Exterior property shall be kept free of junk & debris, including, but not limited to, newspapers, flyers, circulars, furniture, appliances, containers, equipment, auto parts, garbage, clothing, inoperable vehicles, boats and campers, or any other items that give the appearance that the property is vacant.
- 8) Building appurtenances must be securely attached so as not to cause a blighting condition, including, but not limited to, gutters, downspouts, shutters, railings, guards, steps, awnings, canopies, signs, light fixtures, and fire-escapes.
- 9) Detached signs and lighting systems shall be structurally sound, and maintained so as not to cause a blighting condition or removed.
- 10) Property fencing and retaining walls shall be maintained structurally sound. Any fence or wall with broken or hanging components shall be repaired, straightened, or removed.
- 11) Pools, spas, and ponds shall be drained and kept dry or kept in working order so that the water remains clear and free of pollutants and debris. Pools and spas must comply with the barrier requirements of the adopted International Property Maintenance Code.
- 12) The property shall be free of graffiti or similar markings by removal or painting over with a color that matches the exterior of the structure.
- 13) Perishables shall be removed from the interior of the structures

I certify that the above information is true and correct.

Printed Name of Property Owner

Signature of Property Owner

Date

Please mail payment and application to:
City of Charlotte
111 E Lawrence
Charlotte MI 48813