



**CITY OF HAMTRAMCK  
BUILDING DEPARTMENT  
VACANT BUILDING REGISTRATION FORM  
3401 Evaline, Hamtramck, MI 48212  
PH: (313) 800-5233**

FOR OFFICE USE ONLY	
REG #:	_____
DATE ISSUED:	_____
EXPIRATION:	_____

**Registration due every 6 months**

**ADDRESS OF PROPERTY:** \_\_\_\_\_

**Owner(s) of Property:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Responsible Party of Property** (if different than owner's information):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

List additional owner's or officer's information on a separate sheet and attach.  
Responsible party must be a Michigan resident and live within fifty (50) miles of Hamtramck.  
All correspondence is sent to the responsible party. A local agent is defined in Ordinance 96.002 as:  
"The responsible party shall be a representative of a corporation, partnership, firm, joint venture, trust, association, organization, or other entity having a legal or equitable interest in the property or designated by the owner as responsible for maintaining the premises in compliance with all the provisions of the City codes and ordinances. All official notices and violations may be issued to the responsible agent, and any notice so issued shall be deemed to have been issued upon the owner of record. The owner of the premises may act as the responsible local agent.

The correct registration fee must accompany this application. Upon inspection and approval by the Building Department, a license will be issued. It is a violation of the Ordinance not to notify this Department of a change in ownership or contact information. The Owner(s) and Responsible Party remain liable under this agreement until such change in ownership is notified. Change in ownership does not negate liability for violations that occurred during ownership of this property.

*By signing this application I certify that I have read and understand the above and below conditions and state that all information is true to the best of my knowledge.*

*I PERSONALLY GUARANTEE TO PAY ALL FEES OR FINES THAT MAY ACCRUE TO THIS. I AGREE THAT ALL DISPUTES ARISING OUT OF THIS AGREEMENT ARE IN THE EXCLUSIVE JURISDICTION OF THE COURTS OF MICHIGAN. THIS AGREEMENT IS GOVERNED BY MICHIGAN LAW.*

**Must be signed by Legal Owner or Responsible Party:**

\_\_\_\_\_  
Print Personal Name: no LLC, Corporation, or Other Legal Entity

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

<b>Registration Fees</b>
One and Two Family Residential Property - \$200.00
All Other Property - \$500.00
Late Fee - \$75.00

Total Fees Due \$ _____
Make checks payable to City of Hamtramck

**§ 96.015 REDEVELOPMENT READY FEE**

(A) *Purpose and intent.* The purpose of this section is to address the issue of vacant properties within the city and to encourage property owners to maintain and utilize their properties in a productive manner. This section establishes a progressive vacant property redevelopment fee based on a percentage of the property’s assessed value to incentivize property owners to actively use or redevelop vacant properties.

(B) *Fee rate schedule.* A redevelopment ready fee shall be imposed annually on vacant properties within the city limits. The fee rate shall be determined as follows:

- (1) For properties vacant for 12 to 24 consecutive months, the fee rate shall be 3% of the property’s assessed value;
- (2) For properties vacant for 25 to 36 consecutive months, the fee rate shall be 5% of the property’s assessed value; and
- (3) For properties vacant for 37 and/or more consecutive months, the fee rate shall be 9% of the property’s assessed value.

(C) *Administration.*

- (1) The redevelopment ready fee shall be assessed and collected by the City Economic Development Department and under its purview or designee.
- (2) Property owners shall be notified of the redevelopment ready fee and the applicable rate annually.
- (3) Property owners who fail to pay the redevelopment ready fee by the designated due date shall be subject to penalty charges of \$100 per day of non-payment.