



## **VACANT PROPERTY REGISTRATION** **FREQUENTLY ASKED QUESTIONS**

### **Background:**

On November 21, 2011 the Owosso City Council approved an ordinance requiring the registration of vacant abandoned and foreclosed properties. The purpose of the vacant property registration program is to protect residential neighborhoods from becoming blighted through the lack of adequate maintenance and security of abandoned properties.

### **Frequently Asked Questions:**

#### ***Who is required to register?***

Any beneficiary/trustee or mortgagee, who holds mortgage on a foreclosed or abandoned vacant property located within the city of Owosso must register the property. Additionally, owners of properties which are not in foreclosure but are otherwise vacant for a period of more than 180 days must also register.

Vacant property registration forms are available on the city's website [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us) or at City Hall. Completed registrations should be mailed to:

City of Owosso  
Attn: Vacant Property Registration  
301 W. Main St.  
Owosso, MI 48867

#### ***What information must be supplied when registering a property?***

A completed vacant property registration form must include:

- The name, street address and telephone number of the property owner (no post office box will be accepted.)
- The name, street address and telephone number of the owner's local representative/property manager responsible for property maintenance.

#### ***What is the timeline for registration and renewal?***

All abandoned and/or foreclosed homes must be registered within 10 days of determination of vacancy. All registrations must be renewed annually on January 1<sup>st</sup>.

***What is the registration fee?***

The fee for registration is \$100 per property. The fee is due annually on January 1<sup>st</sup> and will not be pro-rated.

***What are the security and maintenance requirements for registered properties?***

Local property maintenance representatives are required to visually inspect any registered properties on a weekly basis to ensure they are in compliance with security and maintenance requirements. The main requirements are as follows:

- Properties must be secured so as not to be accessible to unauthorized persons.
- Registered properties are required to be maintained to the neighborhood standard, free of weeds, trash, debris, etc. Landscaping must also be maintained.
- Pools and spas must be maintained or drained and covered. (See ordinance section 8-163 for additional details regarding maintenance requirements.)

***Are inspections of registered properties required?***

Inspections are required prior to re-occupancy for the purpose of disclosure to new occupants/owners. The inspection can be completed by either a certified home inspection company or by a State of Michigan certified building official or licensed building inspector. A limited property condition inspection can be performed by the city building official for a fee of \$35.

***Am I required to repair all defects discovered during an inspection prior to occupancy?***

NO. The inspection is for disclosure purposes only, to ensure that occupants/owners understand the condition of the property that they are purchasing. However, the city will NOT allow a home to be occupied if there are hazardous or life threatening conditions noted in the inspection report until such conditions have been corrected.

***What are the requirements for the property to be re-occupied?***

Prior to re-occupancy all fines, assessments and/or outstanding liens to the city must be paid in full. Additionally, no property shall be re-occupied until a copy of a home inspection report (either provided by a home inspection company, a licensed building official or building inspector) has been signed by the buyer and a copy delivered to the city. (See ordinance section 8-168 Re-Occupancy for additional details.)

***At what point is the property removed from the vacant property registration list?***

Properties will be removed from the registration list once all requirements of the ordinance have been met and the city is notified that the property will no longer be vacant. It is the property owner's responsibility to inform the city that the property will be occupied.

***For additional information regarding Vacant Property Registration, please contact the City of Owosso at City Hall, 301 W. Main St., Owosso, MI 48867 or by calling (989) 725-0537.***