

City of Auburn Hills  
Community Development Department  
1827 N. Squirrel Rd.  
Auburn Hills, MI 48326  
(248) 364-6900



## VACANT RESIDENTIAL PROPERTY AND MAINTENANCE REGISTRATION FORM

### Chapter 18 Article VI

Primary Staff Contact:  
Darren Darge, Code Enforcement Officer – 248-364-6948

The purpose of the Vacant Residential Property Registration and Maintenance Ordinance is to help protect the health, safety and welfare of the citizens of Auburn Hills by preventing blight, protecting property values and neighborhood integrity, avoiding the creation and maintenance of nuisances, and ensuring the safe and sanitary maintenance of dwellings. This ordinance is intended to assist the city in creating a registry of vacant properties along with contact information for utility shutoff, code enforcement, building and fire safety, and police actions.

**Key Information:**

- A building or structure that is not legally or currently occupied is considered vacant.
- Property must be registered within 30 days of vacancy.
- Vacant property will be monitored to ensure compliance with property maintenance and safety requirements.

---

**Registration Fee \$355.00**

**Lock Box #** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**Property Address**

**Sidwell # (if known)**

**Property Owner Information**

<b>Full Name</b>	
<b>Drivers License Number</b>	
<b>Current Address (NO PO BOX)</b>	
<b>Telephone Number</b>	
<b>E-mail</b>	

If Corporation or Joint Ownership, give name of Principle Officer or Resident Agent including date of birth and address of residence

<b>Owner Agent/ Property Manager Information</b> (if different from Property Owner information)	
<b>Manager Full Name</b>	
<b>Business Name</b>	
<b>Address of Owner Agent/ Property Manager</b>	
<b>Telephone Number</b>	
<b>E-mail</b>	

<b>Emergency Contact</b>
Property Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> Phone # _____ Name _____

<b>Utility Status</b>
Gas: <input type="checkbox"/> Disconnected <input type="checkbox"/> In Proper Working Order <input type="checkbox"/> Other _____ Electric: <input type="checkbox"/> Disconnected <input type="checkbox"/> In Proper Working Order <input type="checkbox"/> Other _____ Water: <input type="checkbox"/> Disconnected <input type="checkbox"/> In Proper Working Order <input type="checkbox"/> Other _____

<b>Authorization</b>	
By signing and submitting this document, I am authorizing the City of Auburn Hills to utilize this information, certifying that I have the legal authority to do so. I affirm that the information provided is accurate to the best of my knowledge. I am granting permission to the City of Auburn Hills authorized staff to inspect the exterior and access the interior of the property for inspection purposes.	
Signature	
Print Name	
Drivers license# Or MI State ID#	Date