



Village of Lawrence

157 N. Paw Paw St.
Lawrence, MI 49064
269-674-8161
269-674-3004 Fax
www.lawrencemi.org



Vacant Property Registration Affidavit

Vacant Property Type: Commercial Residential

Vacant Property Address:

Name of Property Owner:

Mailing Address of Property Owner:

Street Address: _____ City _____ State _____ Zip _____

Phone number of Property Owner: _____ Email Address: _____

Name of Owners Agent: _____

Mailing Address of Agent:

Street Address: _____ City _____ State _____ Zip _____

Phone number of Agent: _____ Email Address: _____

Reason for Vacancy: _____

Driver's License/State ID Provided: Yes No Driver's License/State ID No.: _____

I, the below signed, am a legal representative of the above referenced property and agree to make the above property available for inspection within 15 days of notice by the Village of Lawrence Building Official twice a year until such time as the building is no longer vacant. This registration is valid for 365 days from date approved by Village Official.

Signature Of Property Owner: _____ Date: _____

Signature of Village Official: _____ Date: _____

PLEASE NOTE THE FOLLOWING:

If mailed/emailed communications are returned as "refused", "unclaimed" or "undeliverable", or confirmation is not received within a reasonable amount of time, the owner shall be considered to be in violation of the Vacant Property Ordinance and shall face additional fines/fees.

All fees/fines, if left unpaid, will become a lien against the property after 30 days and shall be collected as a tax lien placed upon the property.

If the above information changes or becomes out of date, the registered owner of the property will have 10 days to file a new affidavit containing valid, current information. There is no fee to update an existing affidavit.

Re-occupation of a vacant building will not be permitted without a current Certificate of Occupancy.



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*OFFICE USE ONLY:

*Fees: _____

*Registration Fee: _____

*Inspection Fee: _____

*Re-inspection Fee: _____

*Registration Violation Fee: _____

*Other Fees incurred (i.e Title search, missing window display, unkempt property): _____