



**CITY OF YPSILANTI  
RENTAL AND VACANT REGISTRATION**

This form is to be completed by the owner or management of the residential rental or vacant property.

**PROPERTY INFORMATION**

Property address*			
Total # of units*		Total # of rooms (if rooming house)	

**OWNER INFORMATION**

Owner's Full Name*					
If owned by Corporation or Joint Ownership, please give information for principal officer or agent.					
Owner's Birth Date*					
Owner's Mailing Address*	Number and street name				
	City		State		Zip
Email Address*					
Direct Phone #*		Additional Phone #			

**AGENT/MANAGEMENT/REPRESENTATIVE INFORMATION**

Manager's Name*					
Manager's Birth Date					
Business name (if any)*					
Manager's Mailing Address*	Number and street name				
	City		State		Zip
Email Address*					
Direct Phone #*		Additional Phone #			

**SIGNATURE OF OWNER AND MANAGEMENT**

Signature of Owner*		Date*	
Signature of Management (if applicable)*		Date*	

\* = indicates required fields to fill out or form will be returned

CITY OF YPSILANTI BUILDING DEPARTMENT  
1 South Huron, Ypsilanti, MI 48197  
734 482 1025

**CONTINUE ON NEXT PAGE FOR VACANT  
PROPERTY REGISTRATION**



**CITY OF YPSILANTI  
VACANT PROPERTY REGISTRATION**

This form is to be completed by the owner or management of the vacant property.

**PROPERTY INFORMATION**

Property address*		
Vacancy Is...*	<input type="checkbox"/> Indefinite	<input type="checkbox"/> Temporary until _____
Reason(s) for Vacancy*		
Plans for Property*	Any plans relating to restoration, demo, reuse, etc.? How long will it take?	
Other Information		

**SEC. 18-194 OF CITY OF YPSILANTI ORDINANCE**

**(a) Generally.** All persons owning a vacant building at which one or more triggering events have occurred during the period it qualifies as a vacant building or within 60 days prior to its initial designation as a vacant building shall deposit an amount as designated below monthly unless specifically waived in an escrow account with the city until the structure no longer qualifies as a vacant building. Interest, if any, earned on the escrow account shall be retained by the city to reimburse the city for its costs in maintaining the account. The city may deduct from the escrow account its fees for inspections of the vacant buildings, any costs incurred by the city in securing the vacant building, any emergency costs it incurs with regard to the vacant building, and any other costs which it is otherwise authorized by law to deduct. If the vacant building is "regularly occupied" and no longer qualifies as a vacant building, any funds remaining in the escrow account, after all costs are subtracted, shall be returned to the current owner, owner's agent, or the "owner/agent." If the vacant building is not repaired, renovated, and "regularly occupied", and becomes a dangerous building as defined by the city code, the city may apply the funds in the escrow account toward the repair or demolition of the building or toward such other action as the law allows.

**(1)** For a vacant building that meets all of the following conditions: 1) Presently can be legally "regularly occupied," 2) Is secured and all other necessary safety precautions have been taken, 3) Both the interior and exterior of the building and premises are maintained, and 4) Other than being vacant, complies with this division and all applicable laws, ordinances, and regulations, the monthly escrow is waived.

**(2)** A new or existing building or structure undergoing significant construction progress on a continual basis without a triggering event other than remaining a vacant building for 12 months or more shall have the monthly escrow waived.

**(3)** For all other vacant buildings, including buildings also designated as dangerous, the monthly escrow shall be \$300.00.

**(b) Sale or transfer.** Escrow funds shall not be refunded upon the sale or transfer of a vacant building unless the vacant building is "regularly occupied" and no longer qualifies as a vacant building. Nothing in this provision authorizes the sale or transfer of a vacant building that it is not lawful to otherwise sell or transfer. Persons desiring to be reimbursed for the escrow funds should address that issue with the persons or persons to whom the vacant building is being sold or otherwise transferred.