



CITY OF MANCHESTER
 912 CITY ROAD
 MANCHESTER, MI 48158
 (734) 428-7877 FAX: (734) 428-1877

VACANT PROPERTY REGISTRATION FORM

Application Date: _____

PROPERTY OWNER

Name: _____ Telephone: _____

Mailing Address: _____

E-mail Address: _____

OWNER REPRESENTATIVE (person responsible for the care and control of the property)

Name: _____ Telephone: _____

Mailing Address: _____

E-mail Address: _____

VACANT PROPERTY IDENTIFICATION:

Address: _____

Parcel ID#: _____

REQUIRED ATTACHMENTS:

- Proof of insurance coverage for the vacant property

APPLICANT'S STATEMENT:

I hereby state that the information that I have provided in this application is complete, true and correct to the best of my knowledge. I verify that all water, sewer, electrical, gas HVAC, plumbing systems, roofing, structural systems, foundation and drainage systems are sound, operational or properly disconnected. I also certify that the property is in compliance with the City's property maintenance code and the water and sewer requirements as set forth in Chapters 50 thru 54 of the Manchester City Code. By signing this application, I grant permission to Village personnel to enter upon property as described for inspection purposes.

Owner's Signature: _____ Date: _____

Owner's Representative Signature: _____ Date: _____

PLEASE NOTE:

For Office Use Only:

- Registration Fee: \$ 50.00 Payable to the City of Manchester Receipt#: _____ Date Paid: _____
- Proof of insurance included with application
- Inspection Fee: \$ 70.00 Payable to the WWCA Date Paid: _____
- Reinspection Fee: \$ WWCA Date Paid: _____
- Reinspection Fee: \$ WWCA Date Paid: _____

Findings:

Deficiencies noted (attach inspection and reinspection checklists)

Reinspection Fee: \$ WWCA Date Paid: _____

Reinspection Fee: \$ WWCA Date Paid: _____

Complies with requirements of vacant building ordinance (attach Certificate of Compliance)

Comments _____

Signature of Inspector: _____ Date: _____



City of Manchester Vacant Building Safety Standards

Every vacant building shall conform to the standards of this chapter. Each and every owner of a vacant building shall cause his or her property to be inspected not less frequently than every six (6) months by the City Vacant Safety Building Inspector or his designee. Each vacant building shall comply with the following:

A. Sanitary Facilities.

1. All plumbing fixtures connected to an approved water system, sewage system, or natural gas utility system shall be installed in accordance with applicable codes and ordinances and maintained in sound condition and good repair.
2. All plumbing fixtures connected to an approved water system, sewage system, or natural gas system not installed or maintained in accordance with applicable codes and ordinances shall be removed and the service terminated and the pipes capped in the manner prescribed by the state construction code applicable codes and ordinances.

B. Electrical System.

1. Every existing outlet and fixture shall be properly maintained with wiring and service lines installed and maintained in accordance with the state electrical code and other applicable codes and ordinances.
2. Outlets and fixtures not installed or maintained in accordance with the state electrical code and other applicable codes and ordinances shall be covered or removed and the service terminated in the manner prescribed by the state electrical code and other applicable codes and ordinances.

C. Safety from Fire.

1. No vacant building or premises on which a vacant building is located shall contain any space used for the storage of flammable liquids or any other materials that could constitute a safety or fire hazard.
2. Heating facilities or heating equipment in vacant buildings shall be removed or maintained in accordance with the state mechanical code and other applicable codes and ordinances and any fuel supply shall be removed or terminated in accordance with applicable codes and ordinances.

D. All vacant buildings shall be properly weather-protected to prevent deterioration of the exterior and interior of the building. This weather protection shall be approved by the inspector and shall include all roof and wall assemblies.

E. All vacant buildings shall be closed to unauthorized entry according to the following standards:

1. All windows or similar openings shall be protected by intact glazing (glass). Boarded up windows with wood, plywood, or other material that is not window-like is allowed for only 14 days after a window is broken. After the 14 days is up, the window shall be replaced with a like-window that is similar to the broken window
2. Doors and service openings with thresholds located 10 feet or less above grade, a stairway, landing, ramp, porch, roof or similarly accessible area, shall provide resistance to entry equivalent to or greater than that of a closed single panel or hollow core door one and three-eighths inches thick equipped with a half-inch throw deadbolt. Exterior doors, if openable, may be closed from the interior of the building by securing them to the doorframe using minimum one-and-one-quarter- inch-long sheetrock screws at six inches on center.
3. There shall be one operable door into each building and into each housing unit. If an existing door is operable, it may be used and secured with a suitable lock such as a hasp and padlock or a one-half-inch deadbolt or dead latch. All locks shall be kept locked. Boarded up doors with wood, plywood, or other material that is not door-like is not be allowed.

F. All debris, combustible materials, hazardous or noxious vegetation, litter and garbage shall be removed from vacant buildings and premises on which a vacant building is located and further accumulation of the same prevented. Further, each and every owner of any vacant building shall remove or destroy all grass, weeds, shrubs, bushes, trees or vegetation growing or which has grown and died upon property owned or occupied by such owner, or which may constitute a fire hazard or other menace to public health, safety and welfare.

G. All vacant buildings shall have plainly visible house numbers or address numbers as required by the Fire Code or other applicable law.

H. Structures shall be kept free from insect and rodent infestation by the owner of the property. Structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent reinfestation.

I. Structures shall be kept free of mold of any-like fungi.