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MAYOR

CITY OF DEARBORN
RESIDENTIAL SERVICES DEPARTMENT
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Nicholas E. Siroskey, Director
Residential Services Department

Vacant Residential Property Registration Guideline

Residential Vacant Property Ordinance Brief:

Pursuant to City of Dearborn Code of Ordinances, Chapter 11, Article IV, vacant property must be registered. The purpose of this ordinance is to help protect the health, safety and welfare of the citizens by:

- preventing blight,
- protecting property values and neighborhood integrity, and
- avoiding nuisances and ensuring safe and sanitary maintenance of dwellings.

Registration Requirements:

The ordinance requires owners of vacant improved properties (those with buildings on them) to register these properties within 90 days of vacancy and paying a \$150 annual fee. This fee covers costs of registration and 12 months of monitoring inspections. In the case of bank foreclosures or REO properties, please wait until eviction has occurred or confirmation that the dwelling is vacant prior to registering.

Visit www.cityofdearborn.org, Useful Links, Vacant Property Registration Information to obtain a current copy of the registration form. Please note the form changes from time to time, so please go to the website to obtain the latest copy. Submitted out of date forms may be returned to you with a request to use the current form. The website also has a list of currently registered properties. If a property appears on that list, please contact the Vacant Property Coordinator that signed this form by voice or e-mail to determine whether you need to send an updated form and/or any fees.

If the property is still vacant after one year of being registered a letter will be sent requesting another \$150 fee for the next 12 months of inspections.

Inspections:

City Inspectors will perform routine exterior inspections of property to insure that it is safe, secure, and well-maintained. If an inspector suspects that unsafe or unsanitary conditions exist in the interior of the structure(s), you will be notified and required to schedule an interior inspection. Please note these inspections do not cover Certificate of Occupancy requirements.

Inspection Violations:

If an exterior property maintenance violation is found on your property, you will be notified and required to correct the violation in a timely manner. Failure to comply may result in legal action. The City of Dearborn also has the right to abate nuisances at the property owner's expense.

Certificate of Occupancy Inspections (COFO):

If you are planning to actively market the property within 60 days, please indicate on the registration form that you are requesting a full COFO inspection. In that case, please submit the \$200 COFO inspection fee and no additional fee is charged for the Vacant Property Registration. A city building inspector will be assigned to perform the inspection and will need access to the interior of the house. Please note a lock box number or a phone number for the inspector to contact to gain access on the Registration Form. If the inspector can not gain access on the day of the inspection, an additional \$50 fee will be charged for a re-inspection date. If the home is classified as a 2 family please submit a \$250 fee for a full COFO inspection.

Sincerely,

Arthur J. Gutowski
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