

CITY OF MUSKEGON
VACANT BUILDING STATUS NOTIFICATION

(See note below for instructions)

I _____ certify that the building located
Please Print

At _____, Muskegon, MI has

been **SOLD*** _____ or was **OCCUPIED**** _____ on this day _____
(Please check only one, sold or occupied) (Full Date)

****IF OCCUPIED, IS IT A RENTAL (non-owner occupied)? YES _____**

All Rental Properties must have a valid certificate NO (owner occupied) _____
in order for it to qualify as being occupied.

***IF SOLD PLEASE PROVIDE THE FOLLOWING INFORMATION:**

New Owner Information

Owner _____

Owner Address _____

Owner City _____ State _____ Zip _____

Signature _____ Date _____

This Form Must Be Signed to Be Valid.

Return to:

City of Muskegon, Planning Department
P.O. Box 536
Muskegon, MI 49443-0536 or **Fax to:** 231-724-6790
Or call: 231-724-6702

Note: If you are the **NEW** owner and you are currently occupying the building, please only check the **OCCUPIED**, fill in the date you moved in and no that it is not a rental. OR if you are the new owner and the building is still vacant, you must complete the Vacant Building Registration Form and keep this form for future use (when occupied or sold).

If you have recently **SOLD** the building, please only check the **SOLD** box and fill in the new owner information.