



CITY OF EAST LANSING

Quality Services for a Quality Community

Dear Property Owner,

On October 15, 2013 City Council passed *Ordinance No. 1304*. This ordinance requires owners of all vacant/abandoned properties within the City of East Lansing to register a vacant or abandoned property.

The property for which you are the legal owner, is presumed to be vacant or abandoned. Per Section *Sec.6-302* of *Ordinance No.1304*, “An owner of a vacant or abandoned property in the City shall register that property with the Department of Planning, Building and Development, with the required registration form and **annual** fee of **\$150.00.**”

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Per *Sec.6-302* of *Ordinance No.1304*, “A Property deemed Vacant or Abandoned shall be registered within **60 days** of the vacancy.”

Upon registration of the property per *Sec.6-306* of *Ordinance No. 1304*, the vacant or abandoned property shall be subject to an initial exterior inspection by the department in order to ensure that the property is safe, secured and well-maintained.

Enclosed is the *Abandoned and Vacant Residential Structure* registration form and additional information about the ordinance and maintenance of the property. Please fill out this form and submit payment of **\$150.00 registration fee** within **60 days** of receipt of this letter.

If you have additional questions or concerns, please address them to the City Vacant Property Coordinator, Bryndan Arnold, at (517) 319-6859 or e-mail: barnold@cityofeastlansing.com.

Sincerely,

Bryndan P. Arnold
Vacant Property Coordinator