

7 h Affidavit

Village Clerk's Office: 989.872.2911  
6506 Main St., Cass City, MI, 48726

[www.casscity.org](http://www.casscity.org)

**Instructions:**

- Complete a separate form for each location to be registered. Any future updates in mailing, contact, owner, controller or agent information must be submitted directly to the Clerk's Office or Online within 30 days.
- Applications can be submitted by mail, fax, Online or in person. Make checks payable to: **Village of Cass City**
- If a controller or local agent is designated, a written authorization signed by the owner must accompany the application.
- A statement describing the expected period of vacancy, a detailed plan for regular maintenance, and a time-line of re-occupancy, rehabilitation or demolition must be provided with the initial application and with annual renewal.
- Renewal payments are due each year by December 30th; there is a 100% penalty for late payments.
- If the property has become occupied or has been sold, you must contact the Clerk's Office.

<b>Property Address:</b>	<b>Number of Units:</b>
<p><b>Owner Information</b> Should reflect exact name(s) and owner(s) of the property</p> <p>Name(s) and Owner(s)</p> <p>1. 2.</p> <p>A mailing address where mail may be sent that will be acknowledged as received by the owner. If certified mail/ return receipt requested is sent to the address and the mail is returned marked "refused" or "unclaimed" or if ordinary mail sent to the address is returned for whatever reason, then such occurrence shall be prima facie proof that the owner has failed to comply with this requirement.</p> <p>Mailing address</p> <p>City <span style="float: right;">State</span></p> <p>Email</p> <p>Date of Birth</p> <p>Drivers <span style="float: right;">State</span></p> <p>License No.</p> <p>Owner <input type="checkbox"/> Agent <input type="checkbox"/> *Check which box applies</p> <p><b>Oath:</b> I declare that the statements above are true to the best of my information, knowledge and belief.</p> <p>Date _____ *Do not sign until presented for notarization.</p> <p><b>Signature</b> Name/Title (Please print)</p>	<p><b>Lender Information:</b> The name(s) of lender(s) and/or possessory lender(s) for the property.</p> <p>Business Name</p> <p>Individual representing business</p> <p>Address</p> <p>State <span style="float: right;">Zip</span></p> <p>Phone number</p> <p>email</p> <p><b>Local Agent Information:</b> The name of an individual or legal entity responsible for the care and control of the property. Such individual may be the owner, if the owner is an individual, or may be someone other than the owner with whom he/she has contracted.</p> <p>Business Name</p> <p>Individual Agent's Name</p> <p>Address</p> <p>State <span style="float: right;">Zip</span></p> <p>Phone number</p> <p>Email</p> <p>State of: <span style="float: right;">County of:</span></p> <p>The foregoing document was acknowledged before me this _____ day of _____ 20____</p> <p style="text-align: right;">, Notary Public</p> <p>Commission Expires:</p>

