



**AGREEMENT NOT TO OCCUPY RESIDENCE  
(SINGLE FAMILY)**

TO: CODE COMPLIANCE UNIT

I hereby agree not to occupy, rent, or allow to be rented the property located at the address indicated below until a certificate of compliance has been issued by the City of Muskegon. I also agree that should I sell this property; I will notify the City of Muskegon CODE COMPLIANCE UNIT in writing within ten days of the date of sale. This notification shall include the new owner's name and home address.

I understand that by signing this agreement, the structure may fall under the City of Muskegon Vacant Building Ordinance. I agree to register this property with the City of Muskegon Zoning Department as a vacant building if it is determined by city staff to meet the criteria stated in the ordinance.

I also understand that by signing this agreement, no further interior inspections shall be scheduled or performed for said property until such time as this agreement expires or is voided by me.

I further understand that I am still required to maintain and/or correct any deficiencies on the exterior of the structure(s) in compliance with the City of Muskegon Property Maintenance Code. If exterior code violations exist, I will be billed for each re-inspection until all violations are corrected.

I fully realize that if I do not comply with this agreement I will be in violation of City Ordinance and will be subjected to legal prosecution as defined by City Ordinance.

**This agreement must be renewed on an annual basis. Forms are available at the CODE COMPLIANCE UNIT office and must be renewed within one year of the date signed below.**

\_\_\_\_\_  
Address of property covered by this agreement

\_\_\_\_\_  
Date \_\_\_\_\_ Phone \_\_\_\_\_

Owner's signature

\_\_\_\_\_  
Date \_\_\_\_\_

Staff signature