



**A GUIDE FOR
REHABILITATION AGREEMENTS
IN THE CITY OF PONTIAC**

BUILDING SAFETY
47450 WOODWARD AVENUE
PONTIAC, MI 48342
(248) 758-2800 Fax (248) 758-2827

www.pontiac.mi.us

Revised January 2022



CITY OF PONTIAC

DEPARTMENT OF COMMUNITY DEVELOPMENT

Date

XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX

Regarding: Rehabilitation of Property: xx

Dear Applicant;

Thank you for your interest in applying to rehabilitate the above referenced property. This property is currently on a list slated for demolition. The City is pleased to suspend the process of demolition of property for sixty (60) days from the date of your completed application. If you are unable to provide the necessary information and complete the application process, or if your application is denied, the property will be returned to the demolition list.

Here is a list of the steps to follow to enter into a Rehabilitation Agreement.

- Read the attached Rehabilitation Agreements Ordinance 2390.
- Review the Agreement before you apply to make sure you can meet its terms.
- Complete the Application for a Property Maintenance Inspection.
- Contact the building department for an inspection date and time. There is a Two Hundred Dollar (\$200.00) fee for the inspection.
- Complete the Rehabilitation Application, and attach all required information on the attached check list.
- Understand and determine how you will submit a bond as it must be paid at the time of entering into the Rehabilitation Agreement. The bond is based on Ten Dollars and Twenty-seven Cents (\$10.27) per square foot of the building(s), based on Oakland County Property Gateway information. The bond amount will be refunded, in full, to you upon completion and receipt of the Certificate of Compliance.
 - Additionally All your property taxes must be paid and current.
 - You need to confirm that you're in good standing with the City Income Tax Ordinance.
 - Review the Agreement before you apply to make sure you can meet its terms.
 - All properties owned by applicant in the City of Pontiac must be in compliance with all Ordinances.
- **Do your due diligence in researching the property!** Are there water fees, special assessments, liens, etc. pending against the property? Can you afford to start and complete the rehabilitation? Some important things to know:
 - You must compensate the City of Pontiac for any funds dispersed in preparation of demolition.
 - You must be the legal owner.
 - Rehabilitation must be completed within 180 days from date of agreement.
 - You must acquire a Certificate of Compliance upon completion and before Bond can be released.
- You will be notified when your application has been reviewed please make sure we have your current and correct address.

- You must come to city hall, Building Safety Department immediately to enter into rehabilitation agreement.
- You must record the executed rehabilitation agreement at Oakland County Register of Deeds.
- You must bring the recorded copy back into the Building Department for our records, you will receive a copy of the document.
- All permits must be pulled and fees paid through the building department before you start work. This includes any demolition you want to get started on.
- Provide your plan to keep the property clean of all debris as required in the ordinance.
- Occupancy is prohibited while being rehabilitated.
- Provide a copy of insurance on property.

**REMINDER PROPERTY MUST BE IN COMPLIANCE WITH THE ORDINANCE AT ALL TIMES!
(Fines will be assessed if there is tall grass, debris, abandoned vehicles or property is open to trespass)**

QUICK STEPS:

1. Read and understand the Rehabilitation Agreements Ordinance 2390, The Rehabilitation Agreement(s) and the requirements.
2. Complete the attached Request for entering into a Rehabilitation Agreement.
3. Attach all required Documentation including but not limited to property ownership, evidence that property taxes are current, all fees owed to the city are paid, and you have complied with the income tax ordinance.
4. Complete the Property Maintenance Inspection Application and return to the Building Department and pay the required fees.

It is very important that you complete the application process as quickly as possible. If you have any additional questions, please contact the Community Development Department at 248-758-3324. Or email mcox@pontiac.mi.us.

Sincerely

XXXXXXXXXXXXXXXXXXXX

PHONE: _____

Bond Rehabilitation Agreement Checklist

ADDRESS: _____ PARCEL ID: _____

NAME/ COMPANY: _____

Email Address: _____

- Federal Funds Spent _____ No _____ Yes
- Application
 - Proof of Financial Ability to complete
 - Property Taxes Paid
 - Personal Income Taxes Paid
 - Name on Deed
 - Proof of Insurance
- Property Maintenance Inspection: from the building department.
- File Copy Attached.
- Rehab Agreement Signed
- Rehab Agreement Recorded
- Recorded Copy of Rehab Agreement
- Permits Issued
 - Permits Copies Attached
 - Inspections on all Required Permits
- Certificate of Compliance
- Discharged
- Discharge Recorded

BOND AMOUNT: _____

FIWA CK: (If applicable) _____

CITY OF PONTIAC

47450 Woodward Avenue
Pontiac Michigan 48342
248-758-3000

APPLICATION FOR REHABILITATION AGREEMENT

The City of Pontiac will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, or political beliefs.

I. PROPERTY INFORMATION

Legal Description	Sidwell Number		
Project Name		Address	
City PONTIAC	State MICHIGAN	County OAKLAND	Zip Code
Between		And	

II. IDENTIFICATION

A. OWNER OR AGENT

Name		Address	
City	State	Zip Code	Telephone Number

CLEARANCES:

Resident of Pontiac for the last five years: Yes _____ No _____

Property taxes paid for all properties: _____ Date: _____

Income taxes: Resident _____ Non-Resident _____ Date: _____

Owners Name on Deed: _____

Copy of Deed included

S.E.V. \$ _____ Property repair not to exceed one-half the S.E.V.

Completed Property Maintenance Inspection Application

Financial Plan for Rehabilitation and Timeline

I AM THE OWNER AND MAKE THIS APPLICATION FOR REHABILITATION AND DO HEREBY AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN AND THE CITY OF PONTIAC. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF APPLICANT

DATE

DESCRIPTION OF PROPOSED BUILDING WORK INTERIOR:	ESTIMATED VALUE: \$
DESCRIPTION OF PROPOSED BUILDING WORK EXTERIOR:	ESTIMATED VALUE: \$
DESCRIPTION OF PROPOSED ELECTRICAL WORK:	ESTIMATED VALUE: \$
DESCRIPTION OF PROPOSED MECHANICAL WORK:	ESTIMATED VALUE: \$
DESCRIPTION OF PROPOSED PLUMBING WORK:	ESTIMATED VALUE: \$

CITY OF PONTIAC
DEPARTMENT OF BUILDING & SAFETY
 47450 Woodward Avenue
 Pontiac Michigan 48342
 248-758-2800/FAX 248-758-2827

Email Permit Applications to permits@pontiac.mi.us

APPLICATION FOR PROPERTY MAINTENANCE INSPECTION

The Building & Safety Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, or political beliefs.

**NOTE: APPLICANT MUST COMPLETE ALL ITEMS IN SECTION I, II.
 INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

PROPERTY MAINTENANCE INSPECTION FEE \$200 EACH UNIT

I. PROPERTY INFORMATION			
Legal Description		Parcel Number	
Project Name		Address	
City PONTIAC	State MICHIGAN	County OAKLAND	Zip Code
Between		And	
II. IDENTIFICATION			
A. OWNER OR AGENT			
Name		Address	
City	State	Zip Code	Telephone Number
B. REQUESTOR INFORMATION			
Name		Address	
City	State	Zip Code	Telephone Number
PROPOSED USE AND OCCUPANCY OF BUILDING			
1. ____ One Family 2. ____ Two Or More Family (No. of Units) _____			
DESCRIPTION -DESCRIBE IN DETAIL PROPOSED USE OF BUILDING.			
I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.			
SIGNATURE OF APPLICANT			
DATE			

FOR OFFICE USE ONLY

Received by	Date
Payment Amount	Check or Money Order #