



COMMERCIAL PROPERTY TRANSFER CLOSING DOCUMENT APPLICATION

CITY OF DEARBORN . INSPECTION PROGRAMS DIVISION

PROPERTY TRANSFERS

- This application is used to request a document for closing purposes for property transfers of any property except a single-family or two-family home.
- Document for closing purposes fulfills City of Dearborn ordinance requirements when there is a change in ownership but no change in use or tenant.
- A Property Transfer Affidavit (PTA) must be filed with the City of Dearborn Assessor's Office within 45 days of the transfer. This application will be void if a PTA is not filed with the City of Dearborn Assessor's Office within six months of the application date.
- The fee for a closing document is \$40. This non-refundable fee (payable to CITY OF DEARBORN) is due upon application submittal.

INSPECTIONS

- An inspection is not required to obtain a closing document; however, an inspection will be required after the transfer of property occurs. This inspection is to ensure minimum safety and property maintenance requirements for the property and building are met. This inspection will also ensure that existing businesses possess a valid Certificate of Occupancy.

CHANGE IN BUSINESS USE OR TENANT

- Commercial Re-Occupancy Application is required for any change in use or tenant. Contact the Zoning Administrator to obtain information on commercial/business uses and zoning districts.

CERTIFICATE OF OCCUPANCY INFORMATION

- Any existing business at location must have a valid Certificate of Occupancy.
- A new Certificate of Occupancy is not required for an existing business with a valid Certificate of Occupancy.
- A Certificate of Occupancy is required for any new business or change in tenant. Certificates of Occupancy are issued after an inspection is performed specific to the business use by the City of Dearborn to verify compliance with applicable building codes and ordinances.
- A Commercial Re-Occupancy Application is required for any new business.

VACANT BUILDING

- If a stand-alone building is vacant, the property must be registered as vacant, unless a Commercial Re-Occupancy Application is submitted within 90 days of the transfer of property.

I. PROPERTY / BUILDING INFORMATION

PROPERTY ADDRESS: _____ DEARBORN, MICHIGAN 4812 ____

STAND-ALONE BUILDING

BUILDING WITH INDEPENDENT UNITS NUMBER OF INDEPENDENT UNITS _____
(one or more spaces occupied or designed to be occupied
independently of the other units, independently serviced by utilities)

MULTIPURPOSE COMMON BUILDING NUMBER OF SUITES _____
(building with common address and suites
that are serviced by common utilities)

II. PROPOSED PROPERTY OWNER INFORMATION *(Identification Required)*

By signing and submitting this application, I am authorizing the City of Dearborn to utilize this information. I affirm that the information provided is accurate to the best of my knowledge.

NAME: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

I **have** discussed the commercial/business use with the Zoning Administrator.

I **have not** discussed the commercial/business use with the Zoning Administrator.

PROPOSED PROPERTY OWNER SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY:

Closing Document / \$40

Case Code: CCDA / CP

Amt Pd: \$ _____ Receipt # _____ Case No#: _____ Processed By: _____

COMMERCIAL PROPERTY TRANSFER CLOSING DOCUMENT

- This document must be signed by the Building Official of the City of Dearborn or his/her designee.
- This signed and sealed document fulfills City of Dearborn ordinance requirements for transfers of commercial property and is to be used for closing purposes only.
- A Property Transfer Affidavit (PTA) must be filed with the City of Dearborn Assessor's Office. This application will be void if a PTA is not filed with the City of Dearborn Assessor's Office within six months of this application date.
- A Commercial Re-Occupancy Application must be submitted or the property must be registered as vacant within 90 days of the property transfer.

This closing document expires on _____

Name of Building Official/Designee: _____

Signature: _____ Date: _____

*Document must have
City of Dearborn
seal here*