



Customer Requirement for Deferral Online Processing

1. Customers can obtain a Residential or Commercial deferral application from Buildings, Safety Engineering & Environmental Department (BSEED) website located under the Property Maintenance Division and pay the deferral inspections fee's <https://detroitmi.gov/bseed>.
2. The applicant must attach a copy of proof of ownership or interest (registered deed, land contract, copy of identification card, purchase agreement, mortgage lien, etc.). Applicants must provide name, contact number, and email address on deferral applications.
3. A special inspection fee of \$134.00 and a progress inspection fee of \$134.00 (totaling \$268.00) will be charged for Commercial deferrals ONLY and must be paid before submitting the Commercial deferral application.

Online Payment Instructions

Email BSEDdemo@detroitmi.gov to request an **Invoice Number** and **Record ID** for property. In the subject line enter **Property Address**. You will receive a response within 1 Business Day. Once received Go to: <https://detroitmi.gov/webapp/bseed-fee-payments> complete all fields. Email completed application to BSEDdemo@detroitmi.gov

4. A special inspection fee of \$134.00 will be charged for residential deferrals ONLY and must be paid before submitting the Residential deferral application.

Online Payment Instructions

Email BSEDdemo@detroitmi.gov to request an **Invoice Number** and **Record ID** for property. In the subject line enter **Property Address**. You will receive a response within 1 Business Day. Once received Go to: <https://detroitmi.gov/webapp/bseed-fee-payments> complete all fields. Email completed application to BSEDdemo@detroitmi.gov

5. Along with the deferral application, the applicant must submit a Department of Appeals and Hearing (DAH)

blight clearance (also located on the BSEED website under documents). The completed form can be e-mailed to: DAH_cs@detroitmi.gov . Once approved by DAH, it should be included along with the deferral application for uploading.

6. A property tax clearance is required from the City of Detroit Finance Department. Please complete the The “Applicant Portion” of the clearance application and return to CityofDetroitClearances@detroitmi.gov
The applicant must attach to the application a copy Of:
 - Paid BSEED receipt of inspection
 - Registered deed
 - Driver’s License
7. Upon submitting the completed deferral application, a supervisor will review, approve or deny your application, and schedule the property for an inspection if approved.
The owner must remedy the dangerous situation by securing the structure against trespassing/elements, abate the attractive nuisance, blight, structurally unsound or unstable property before the scheduled inspection.

Required Commercial Deferral Documentation:

- Copy of Proof of ownership (must have registered deed)
- Copy of Identification (state ID, driver’s license, or passport)
- Copy of Property tax clearance
- Copy of DAH blight clearance
- Copy of VPO application

Required Residential Deferral Documentation:

- Copy of Proof of ownership (must have registered deed)
- Copy of Identification (state ID, driver’s license, or passport)
- Copy of Property tax clearance
- Copy of Pre-sale inspection receipt (\$295.00 or \$355.00)
- Copy of DAH blight clearance
- Copy of VPO application