

## Requirements for submitting a Release & Indemnity Agreement

- \_ The document must be completed in black ink.
- \_ On the first page you must fill in the address, lot number, and subdivision name.
- \_ On the second page under “signed in the presence of” you must have the signature of the witness on the top line and print the name of the witness on the bottom line. The printed name must be legible or the document may have to be re-executed.
- \_ On the second page under “signed by” you must have the signature of the homeowner on the top line and print the name of the homeowner on the bottom line. The printed name must be legible or the document may have to be re-executed.
- \_ The document must be notarized and contain the notary’s seal.
- \_ The fee of \$163.75 must be paid, cash or check payable to the City of Novi. (Attorney fee of \$125.00, 15% admin. fee of \$18.75, and recording fee for Oakland County of \$20.00)
- \_ Two originals of the document must be submitted.
- \_ Also, include documentation to support the need for the agreement. For example, submit a copy of the letter from the Engineering Consultant requesting it or submit a copy of the Construction Board of Appeals information.
- \_A If the new Homeowner signs the agreement and the property is still in the Developer’s name through the Assessing Department or, if the deed transferring the property from the Developer or Builder to the Homeowner has not yet been recorded with the County, then please attach a copy of the deed.

**\*\*Please note** – if this document is one of your Temporary Certificate of Occupancy conditions then you must submit this prior to applying for a Certificate of Occupancy.