



Community Development Dept.
130 N. Nottawa Street
Sturgis, MI 49091
269-659-7230 Phone
269-659-7295 Fax

2017 RENTAL REGISTRATION FORM

Property Information

Property Address _____

Total # of Dwelling Units _____ Total # of Hotel Rooms (Hotel/Motel only) _____

If there are multiple units, indicate how they are addressed (i.e. 100 Main Apt. A; 100 Main Unit 2; 100 ½ Main):

Owner Information

Owner's Full Name (Please Print) _____

(Individual(s) listed above must be within a 30 mile driving distance or a Designated Agent must be assigned)

Business Name (if applicable) _____

Mailing Address _____

Street Address

City

ST

ZIP

Phone _____

Home Phone

Mobile Phone

Work Phone

Fax

Email _____

Designated Agent or Emergency Contact Information

Circle One: Designated Agent* or Emergency Contact's Full Name (Please Print) _____

**Designated Agent Form must be completed*

Mailing Address _____

Street Address

City

ST

ZIP

Phone _____

Home Phone

Mobile Phone

Work Phone

Fax

Email Address _____

Tenant Information (if additional space needed, attach separate sheet)

1. Name: _____ Unit: _____ Phone #: _____

2. Name: _____ Unit: _____ Phone #: _____

3. Name: _____ Unit: _____ Phone #: _____

4. Name: _____ Unit: _____ Phone #: _____

TURN OVER TO COMPLETE

2017 RENTAL REGISTRATION FORM

Requirements for Compliance

1. **REGISTRATION FORM AND FEES:** Property owners shall register any and all rental units within the city limits. Said registration shall be effective for one year and it shall be the responsibility of the property owner or responsible local agent to re-register said rental unit on the first day of the month immediately preceding the expiration of the registration.
2. **INSPECTION:** Prior to occupying a rental unit, the property must be inspected by a City of Sturgis Code Official. When all repairs for that property are completed a Certificate of Compliance can be issued.

Signature

The individual signing below affirms that all information included on this form is accurate at the time of signing to the best of their knowledge. If the signer is the Owner of the property and lists a Manager on the above form, this also certifies that the Manager is an Agent authorized to take action with the City of Sturgis on behalf of this rental. If the signer is not the Owner of the property, the City must have written proof that the signer is an authorized Agent of the Owner.

Printed Name: _____

Signature: _____

Date: _____

REGISTRATION FEE			
# OF UNITS:	_____	\$20/Unit for first 4 Units: \$20 X _____ =	\$ _____
		\$15/Unit after 4 Units \$15 X _____ =	\$ _____
INSPECTION FEE			
# OF UNITS:	_____	\$50/Unit for first 4 Units: \$50 X _____ =	\$ _____
		\$45/Unit after 4 Units: \$45 X _____ =	\$ _____
TOTAL FEES DUE:			\$ _____

*** FOR OFFICE USE ONLY ***

PAID: Registration Fee ☐ Date _____ Cash / Check # _____

Registration Fee ☐ Date _____ Cash / Check # _____

TURN OVER TO COMPLETE