



2024 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; 1000 Main Unit 2; 100 1/2 Main)

Owner Information

Owner's Full Name*		Business Name (if applicable)	
Mailing Address		City	State Zip Code
Owner's Home Phone #	Owner's Mobile Phone #	Owner's Fax #	Owner's Email Address

* Please note, individual(s) listed above must be within a 30 mile driving distance or a Designated Agent must be assigned.

Designated Agent or Emergency Contact Information

<input type="checkbox"/> Designated Agent* <input type="checkbox"/> Emergency Contact	* Please note, the Designated Agent Form must be completed, if applicable.		
Designated Agent or Emergency Contact's Name		Email Address	
Mailing Address		City	State Zip Code
Home Phone #	Mobile Phone #	Work Phone #	Fax #

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

Tenant Name	Unit	Tenant Phone Number
Tenant Name	Unit	Tenant Phone Number
Tenant Name	Unit	Tenant Phone Number
Tenant Name	Unit	Tenant Phone Number
Tenant Name	Unit	Tenant Phone Number

Office Use Only

Received	Payment To Be Applied to General Ledger #101.000.607001
----------	---

TURN OVER TO COMPLETE

2024 Rental Registration Form

Requirements for Compliance

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. If unit is found to be unregistered Initial Registration Fee is \$250 per unit. All others are \$25 per unit.

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 and fees paid 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

Total # of Units	\$25 Per Unit if Registered	\$25 X	\$
	\$250 Per Unit if Unregistered	\$250 X	\$

Inspection Fee, If Applicable

Total # of Units	\$50 PER UNIT	\$50 X	\$
------------------	---------------	--------	----

Late Fee, If Applicable	\$
Total Fees Due	\$

Incomplete forms will be returned and not processed.

PAYMENT DUE WITHIN 30 DAYS

DATE SENT: _____