

Renters Report

To be filed with the City of Eastpointe Building Department in accordance with ordinance Chapter 10, Section 54(c).

After the license has been issued, and within thirty (30) days of the execution of any rental agreement, or upon transfer of possession of the residential rental unit(s) to any occupant(s) and/or tenant(s) whichever is earlier, the owner or agent shall file a renter's report with the building department, which shall list the following:

Property Address _____
Include street address, apartment number, number of residential rental unit(s).

OWNER INFORMATION:

Name of property owner: _____

Address of property owner: _____

City, State, Zip code: _____

Phone Number: _____

P.O. Box _____

Check box if you wish to receive mail at PO box instead of address.

AGENT INFORMATION:

Name of Agent: _____

Address of Agent: _____

City, State, Zip code: _____

Phone Number: _____

P.O. Box _____

Check box if you wish to receive mail at PO Box instead of address.

Name of the tenant(s): _____

Terms of rental agreement _____
(Example: Yearly, month to month, etc.)

Date term shall commence _____

Signature of Owner or Agent _____

Date _____

Receipt of form will not be acknowledged unless all information is provided