



Application for Registration

Owners, Responsible Parties, Designated Agents, Property Managers and Local Registered Agents of Non-Owner-Occupied Residential Rental Units

All owners, responsible parties, designated agents, property managers and local registered agents must apply for a one-time registration, regardless of the number of units in their control. Applications shall be returned to the Building Department with the required information and fee. Applicants must provide a valid, government issued, photo identification.

Any of the above owning, controlling, managing or representing four (4) or more units must also apply for a Business License with the City Clerk.

Applicant Information		
Name of Individual Applicant		
Name of Company, if different		
Title of Applicant		
Application's Relationship to Property(s)		
Address of Applicant		
City	State	Zip
Phone	E-mail	

Signature	
I hereby attest that the above information is accurate and complete. I understand that all building, electrical, plumbing and fire codes must be met prior to occupancy in any property for which I am responsible.	
Applicant Signature:	Date:
Print Name:	

APPLICATION WILL NOT BE ACCEPTED UNLESS ALL INFORMATION IS PROVIDED

A COLOR COPY OF VALID MICHIGAN DRIVER'S LICENSE MUST BE SUBMITTED FOR CERTIFICATION

FOR OFFICE USE ONLY:

Building Department		
<input type="checkbox"/> Approved	<input type="checkbox"/> Conditionally Approved	<input type="checkbox"/> Not Approved
Additional requirements		
Staff name		
Review date		