

# APPLICATION FOR REGISTRATION OF RENTAL PROPERTY

Delhi Charter Township, Community Development

2074 Aurelius Road, Holt MI 48842

(517) 694-8281

THIS APPLICATION IS 2 SIDED, ALL INFORMATION MUST BE COMPLETED

1) New Registration                      Registration Renewal                      Change in Owner / Property Manager

## 2) OWNER INFORMATION

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Numbers: DAY \_\_\_\_\_ EVENING \_\_\_\_\_ MOBILE \_\_\_\_\_

EMERGENCY \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

## 3) PROPERTY MANAGEMENT INFORMATION

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Numbers: DAY \_\_\_\_\_ EVENING \_\_\_\_\_ MOBILE \_\_\_\_\_

EMERGENCY \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

## 4) RENTAL PROPERTY INFORMATION **IF THERE IS MORE THAN ONE ADDRESS OR PARCEL NUMBER FOR THIS APPLICATION, SEE THE BACK OF THIS FORM**

Property Address: \_\_\_\_\_ Parcel Tax ID Number: \_\_\_\_\_

TYPE (check one)                      SINGLE-FAMILY                      DUPLEX (TWO FAMILY)                      3 OR MORE UNITS (MULTI-FAMILY)

### **IF MULTI UNIT BUILDING –COMPLETE THE FOLLOWING:**

1)How Many Buildings in Complex? \_\_\_\_\_                      2) How Many Units in Each Building? \_\_\_\_\_

3)Name of Complex? \_\_\_\_\_                      4)Are Any Units Owner-Occupied? \_\_\_\_\_

## 4a) THE FOLLOWING MUST BE COMPLETED FOR EACH SEPERATE RENTAL UNIT

\*\*Please see the back of this application for additional Unit breakdown forms\*\*

UNIT #1:	Number of Bedrooms? _____	UNIT #2:	Number of Bedrooms? _____
Living Room Sq. Footage _____	BR#1 Sq. Footage _____	Living Room Sq. Footage _____	BR #1 Sq. Footage _____
Kitchen Sq. Footage _____	BR #2 Sq. Footage _____	Kitchen Sq. Footage _____	BR #2 Sq. Footage _____
Dining Room Sq. Footage _____	BR #3 Sq. Footage _____	Dining Room Sq. Footage _____	BR #3 Sq. Footage _____

### APPLICANT AFFIDAVIT:

I hereby attest to the truth and accuracy of the information contained in this application and grant Delhi Charter Township permission to conduct any and all inspections required and affirm that all tenant of the subject property will be informed of required and scheduled inspections. Furthermore, all leases executed after this date shall contain a provision requiring the lessee to consent to inspection upon notice as provided in section 3-90.6A of Ordinance 102.3

Signature of Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Date Received: \_\_\_\_\_

Total Number of Units: \_\_\_\_\_ Total Number of Parcels: \_\_\_\_\_ TOTAL FEE: \_\_\_\_\_

Date Fee Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Posted as Rental? \_\_\_\_\_

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If the building has more than one type of layout for the rental units, please complete this information for each separate type of unit layout.

LAYOUT TYPE #1:    Number of Bedrooms? \_\_\_\_\_  
Living Room Sq. Footage \_\_\_\_\_ BR#1 Sq. Footage \_\_\_\_\_  
Kitchen Sq. Footage \_\_\_\_\_    BR #2 Sq. Footage \_\_\_\_\_  
Dining Room Sq. Footage \_\_\_\_\_ BR #3 Sq. Footage \_\_\_\_\_

LAYOUT TYPE #2:    Number of Bedrooms? \_\_\_\_\_  
Living Room Sq. Footage \_\_\_\_\_ BR #1 Sq. Footage \_\_\_\_\_  
Kitchen Sq. Footage \_\_\_\_\_    BR #2 Sq. Footage \_\_\_\_\_  
Dining Room Sq. Footage \_\_\_\_\_ BR #3 Sq. Footage \_\_\_\_\_

LAYOUT TYPE #3:    Number of Bedrooms? \_\_\_\_\_  
Living Room Sq. Footage \_\_\_\_\_ BR#1 Sq. Footage \_\_\_\_\_  
Kitchen Sq. Footage \_\_\_\_\_    BR #2 Sq. Footage \_\_\_\_\_  
Dining Room Sq. Footage \_\_\_\_\_ BR #3 Sq. Footage \_\_\_\_\_

LAYOUT TYPE #4:    Number of Bedrooms? \_\_\_\_\_  
Living Room Sq. Footage \_\_\_\_\_ BR #1 Sq. Footage \_\_\_\_\_  
Kitchen Sq. Footage \_\_\_\_\_    BR #2 Sq. Footage \_\_\_\_\_  
Dining Room Sq. Footage \_\_\_\_\_ BR #3 Sq. Footage \_\_\_\_\_

If there is more than one address OR parcel number for each building, you must indicate below. This information is required to register a rental property.

Additional Addresses:

Additional Parcel Numbers: