

RENTAL HOUSING REGISTRATION APPLICATION

CITY OF ORCHARD LAKE VILLAGE
3955 ORCHARD LAKE ROAD
ORCHARD LAKE , MI. 48323

APPLICANT TO COMPLETE ALL ITEMS IN SECTION 1, 2, 3, 4, 5, 6
SEPERATE APPLICATIONS MUST BE COMPLETED FOR EACH RENTAL STRUCTURE

1. APPLICANT INFORMATION

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NAME

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ADDRESS **PHONE**

2. OWNERS INFORMATION

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NAME(S)

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ADDRESS **PHONE**

3. LOCAL AGENT INFORMATION

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NAME

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ADDRESS **PHONE**

4. NUMBER OF RESIDENTIAL RENTAL STRUCTURES AT THIS SITE

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5. ADDRESS OF THIS RESIDENTIAL RENTAL UNIT

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STREET & NUMBER **LOT** **SUBDIVISION**

6. HOW MANY RESIDENTIAL RENTAL UNITS IN THIS STRUCTURE

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NOTE:

A post office box will not be accepted as a legal address. However, a post office box may be accepted as a mailing address for legal correspondence upon written request of the property owner provided a legal street address is maintained on file with the City's Building Department. The owner shall be responsible for notifying the City of any change of address of either the owner or the responsible local agent.

SIGNATURE OF APPLICANT(S)

PRINTED NAME(S)

DATE

*If owner is not applicant then authorization is required from owner appointing responsible local agent
Both signatures are required.*

OWNER'S SIGNATURE

PRINTED NAME

DATE

RESPONSIBLE LOCAL AGENT

PRINTED NAME

DATE

NOTE:

A registration fee for each site where residential rental structures are located shall be paid at the time of registration. The fee for each registration shall be \$25.00.

In addition a Certification inspection fee must be paid in the amount of \$125.00

If a problem is reported to the City regarding this property a Cause Fee will be required in the amount of \$75.00.

OFFICE USE ONLY

RENTAL FEE AMOUNT

RENTAL FEE PAID

DATE PAID

INSPECTION SCHEDULE EVERY TWO YEARS

DATE

SIGNATURE