



Rental Housing License and Registration Form – Page 1 of 2

1. PROPERTY INFORMATION

LEGAL PROPERTY ADDRESS (per Assessing records)	
LEGAL PROPERTY ID#/PARCEL NUMBER	
TYPE OF PROPERTY (single-family or multi-family)	
TOTAL DWELLING UNITS FOR RENT	
TOTAL OCCUPANCY OF EACH DWELLING UNIT	
SHORT TERM RENTAL (Airbnb, VBRO, etc)	☐ YES <input style="margin-left: 100px;" type="checkbox"/> NO

2. OWNER INFORMATION

OWNER (please print clearly)			
ADDRESS			
PHONE NUMBERS	HOME:	WORK:	CELL:
E-MAIL ADDRESS			
ACTING AS OWN AGENT?	☐ If YES, acting as own agent, <u>and</u> want to use a different mailing address (i.e., PO Box), please fill out 3. ☐ If NO, please designate local agent in 3 below.		

3. AGENT INFORMATION: The following person has been designated as agent, and understands that, as local agent, they are responsible for ensuring compliance with the City of Hancock Rental Code on behalf of the owner.

AGENT (please print clearly)		CHECK BOX IF NEW AGENT: ☐
ADDRESS		
PHONE NUMBERS	HOME:	WORK: CELL:
E-MAIL ADDRESS		

Acknowledgments - by signing the registration and submitting to the City:

- I/we attest that the proposed rental property is in compliance with the property review standards set forth in Section 99.07 of the Ordinance.
- I/we state that the owner/applicant is not a "habitual violator" of the Ordinance as defined in Section 99.17.
- I/we acknowledge that continued compliance with the Ordinance is required to maintain a rental license.
- I/we acknowledge as owner it is my/our responsibility to either act as agent or appoint a responsible local agent to ensure the rental property is maintained and certified at all times.
- I/we acknowledge that it is my/our responsibility to inform the City, by resubmitting an updated Application for Rental Registration form, of any changes to the owner/agent's contact information.
- I/we acknowledge as owner it is ultimately my/our responsibility to ensure proper management of the property, even if I/we have a designated agent, and to complete all repairs necessary for the issuance of a rental license.
- I/we understand that renting a dwelling without a valid rental license is a municipal civil infraction and may result in enforcement action, included tickets issued.

I CERTIFY THAT THE FOREGOING IS ACCURATE. SIGNATURE:	DATE:
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Information for License Registration: The following information is provided to make owners and/or agents of rental property, aware of requirements regarding the rental inspection program.

Fees: The fee schedule is available at www.cityofhancock.com. The fee schedule for the Residential Rental program changes periodically and is designed to encourage owners/agents to take greater responsibility to certify properties in a timely manner by providing overall cost savings for well-maintained and managed properties.

One time Registration Fee: (at time of application): \$250.00

Annual Administration Fee: An Annual Administration fee will be billed annually thereafter by July 1st. Current Fee Schedule effective 2-1-2021: Minimum \$100 or \$30 per unit with a maximum of \$300.

Reinspection and/or No-Show Fee: \$50 per unit

Rental Code Board of Appeals Docket Fee: \$10

Rental License Inspection: Initial inspection and thereafter inspections every 3 years are required by unit, for each inspection and reinspection necessary to certify a rental property. The City makes every effort to send out a courtesy reminder to the owner or agent of record in plenty of time to comply with renewal requirements. There is also A NO-SHOW charge for missed appointment (see above). It is the property owner's responsibility to inform the tenants prior to the inspection. If you must cancel an appointment, please do so at least two days prior to the scheduled appointment, so the time slot can be filled. **Inspections and reinspections can be scheduled by emailing inspector@cityofhancock.net.**

NOTE: DELAYING THE SCHEDULING OF INSPECTIONS AND/OR REINSPECTIONS SO YOU CANNOT BE PLACED ON AN INSPECTOR'S SCHEDULE PRIOR TO LICENSE EXPIRATION IS NOT A VALID CONSIDERATION FOR A LICENSE EXTENSION. PLEASE PLAN WELL IN ADVANCE.

Agent Requirements: All properties must have a registered local agent. The agent must live, or have an office, within 30 miles of the registered property. Property owners and agents must keep their address current with the Rental Registration program **AND** with the City Assessor (906-299-4553).

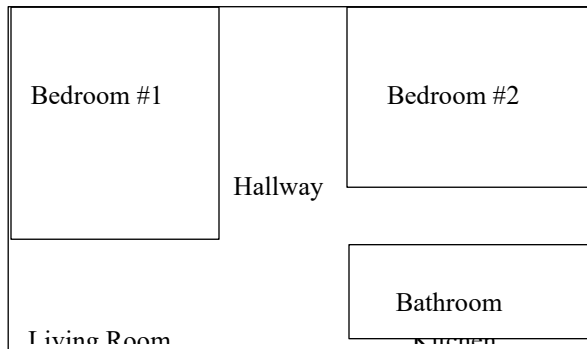
Floor Plan and Site/Parking Plan: All properties must submit a Floor Plan of the Dwelling Unit(s), and a Site Plan of the entire Premises with the plan for off-street parking. **See attached example.**

COMPLETE THIS CHECKLIST: OWNER, DID YOU REMEMBER:			
☐ Signature on application?	☐ Applicable Fees?	☐ Floor Plan, Site/Parking Plan?	☐ Self-Certification?

FOR QUESTION CONCERNING THE RENTAL REGISTRATION PROCESS OR THE RENTAL ORDINANCE, PLEASE CONTACT THE CODE ENFORCEMENT OFFICER BY CALLING 906-482-2720, OR EMAILING codeadmin@cityofhancock.net

Rental Housing License and Registration - Examples

EXAMPLE DWELLING UNIT FLOOR PLAN

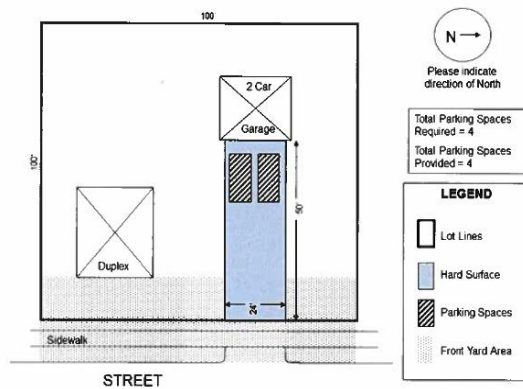


EXAMPLE SITE PLAN WITH OFF-STREET PARKING

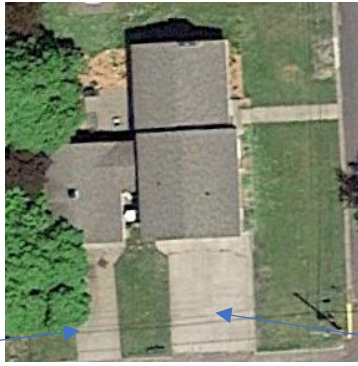
Please provide a site plan for all off-street parking spaces.

- Show and label property lines.
- Show and label structures.
- Show driveway location and dimensions.
- Mark off-street parking spaces for vehicles.
- Indicate North.

Option 1:



Option 2:



16' x 38' Parking Space

Parking Spaces 28'x40'