



CITY OF OTSEGO

117 East Orleans Street, Otsego, Michigan 49078-1199

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RENTAL REGISTRATION /LICENSING FORM

Ordinance 156 of the City of Otsego Code of Ordinances requires the property owner of a rental unit to register the property for licensing and inspections.

This form is to be completed by the owner or the responsible local agent for each address or complex.

1. Name of Owner: _____
2. Street Address of Rental Unit: _____
3. Total Number of Dwelling Units in Building(s): _____
4. Total Number of *Temporary* Dwelling Units (must be distinguished): _____
5. Total Number of Units for Rent: _____
6. Total Number of Occupants in Building: _____
7. Name of Owner or Responsible Agent (See Sec. 10-82-h):

8. Address of Owner/Agent - To Receive License and Notices:
_____/_____/_____
Street Address City, State Zip Code
9. Phone Number of Owner/Agent: (_____) _____
10. Fax Number of Owner/Agent: (_____) _____
11. Verification that all State & City Taxes Levied and Assessed against the rental dwelling that are due and payable at the time of this application are paid. Delinquencies on such taxes may result in the denial for Registration or Re-registration.

Are all State & City Taxes Paid in Full at this time?

Please Initial: YES _____ NO _____

12. Please provide a Diagram or Sketch of the Floor Plan of the Rental Dwelling, sufficiently detailed to identify the square footage of the living rooms, bedrooms and other habitable areas. Please attach to Application.

13. Number of off-street Parking Spaces: _____. Please include a sketch showing the off-street parking. Please attach to Application.
14. Verification that the owner/and or local agent, if applicable, will permit and arrange for inspection of the rental dwelling as required by this division.

Please Initial: YES _____ NO _____

15. Rental Licensing and Inspection Fees:

Licensing:

Single Family Dwelling: \$25.00
Duplex/Two Family Dwelling: \$35.00
Multiple Unit Dwellings: \$35 per building and \$10.00 per unit

Inspections:

Per Dwelling: \$60.00 (Duplex: \$120.00; building with 10 units: \$600.00)
Re-inspection fees: \$45.00 per occurrence - missed appointments/incomplete repair

Multiple Units Inspection Schedule: A residential complex with four (4) or more rental units shall have a minimum of twenty five percent (25%) of the units inspected during an inspection cycle. If no deficiencies or violations of the property maintenance are observed, no further inspections of the complex will be required during that inspection cycle. If deficiencies or violations are observed the City inspector may at their discretion inspect all rental units in the complex.

Minor deficiencies or violations: If correction of a deficiency or violation is estimated to cost less than \$100 the City inspector may at their discretion, permit the owner to file an affidavit certifying correction of the deficiency or violation thereby eliminating the need for a compliance (additional) inspection.

New Construction: Newly constructed or renovated dwellings which have been inspected and granted an Occupancy Permit are required to register with the City. At the discretion of the City inspector, the dwelling may not require inspections for (5) years, unless a complaint is received or a violation is observed.

It is a violation of this division for an owner to provide inaccurate information for the registration or re-registration of rental dwellings or to fail to provide information required by the application.

I, the owner or agent of the owner, do hereby swear that the information provided on this application is true, accurate, and complete.

Signature of Owner/Agent_____ **Date**_____

Notary Signature_____ **Date**_____

State of _____ **County of** _____ **Commission Expires** _____

Date Received – City of Otsego_____ **Initials** _____

Diagram or Sketch of the Floor Plan of the Rental Dwelling, sufficiently detailed to identify the square footage of the living rooms, bedrooms and other habitable areas.

Please include a sketch showing the off-street parking.