



Parcel ID # _____

City of Roseville

29777 Gratiot
Roseville Mi 48066

APPLICATION FOR CERTIFICATE OF REGISTRATION (Non-Owner Occupied Housing Structure)

Incomplete or Illegible Applications will not be accepted

DATE _____

Rental Address _____ Number of Units _____

Owner Information

Email _____

Name (Last, First, Middle) _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Other Phone _____

Date of Birth _____ Driver's License # _____ State _____

Agent Information (if applicable)

Email _____

Name (Last, First, Middle) _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Other Phone _____

Date of Birth _____ Driver's License # _____ State _____

Tenant Information (Use separate sheet or back of page for more than one tenant)

Name (Last, First, Middle) _____

Housing Unit Identification (Upper, Lower, A, B) _____

Daytime Phone _____ Other Phone _____

Date of Birth _____ Driver's License or ID# _____

I hereby swear to the truth of the matters stated herein.

Signature of Owner/Agent _____

Print Name Signed _____ Date _____

FOR OFFICE USE ONLY

Date Application Received ____-____-____

Registration Fee \$ _____ Permit Number _____

Notes: _____

SEE REVERSE SIDE FOR FEE SCHEDULE



City of Roseville

29777 Gratiot
Roseville MI 48066

“NON-OWNER OCCUPIED HOUSING ORDINANCE” #1096

FEE SCHEDULE

(Note: Registration is valid for three years)

Single Family Residential (Initial Registration and Renewal)	\$150.00
Additional unit at same location (Single Family, Duplex) <i>(Registered and inspected concurrent with first unit)</i>	\$50.00
Multi-Family Residential, including Apts (Initial & Renewal Reg)	\$100.00
Each Additional Unit at same location <i>(Registered and inspected concurrent with first unit)</i>	\$50.00
Condominium (Initial and Renewal Registration)	\$100.00
Each additional unit at same location (same owner) <i>(Registered and inspected concurrent with first unit)</i>	\$50.00

(Note: Initial Inspection & 1st Re-Inspection are included in registration fees)

Re-inspection due to no one at site at pre-arranged time	\$25.00
First re-inspection due to issuance of notice of violation	- 0 -
Additional Inspections	\$25.00
Transfer of Ownership (First Unit)	\$25.00
-Each additional unit at same location; transferred at same time	\$10.00
Appeal	\$300.00

**NOTE: PAYMENT IS EXPECTED WHEN REGISTERING.
PLEASE ENCLOSE CHECK WITH APPLICATION.**

SEE REVERSE SIDE FOR APPLICATION