



City of Charlotte

Rental Registration Application

Application Type:

Initial Registration
Renewal Registration
Change of Ownership

The owner/agent is responsible for scheduling inspections. Call 517-543-8830 to schedule. Lack of inspections can lead to fines, vacant property, and other penalties.

Applicant Information:

Last Name	First Name	Middle Initial
Address		
City	State	Zip
Home Phone	Email	
Business Phone	Cellphone	
24/7 Emergency Contact Name	Phone Number	
Driver's License #	Date of Birth	

Owner Information (if different):

Last Name	First Name	Middle Initial
Address		
City	State	Zip
Phone	Email	
Business Phone	Cellphone	
Driver's License #	Date of Birth	

Address of Rental Property:

Address								
Room and Board	Rooming House	One Family	Two Family	Apt. Building	Condo	Townhouse	Mobile home	Other
Type of dwelling (Check one)								
Number of Dwelling Units Rented:			Apt./Residences			Sleeping Rooms		

- Section 8 Housing- YES (attach affidavit and copy of inspections summary) NO
- Siren Housing- YES (attach affidavit and copy of inspections summary) NO

Name of Partnership or Corporation: _____

If Partner or Corporation – List Partners or Officers Below (if more space is required, please attach additional sheets.)

Name of Partner or Officer	Title	Phone Number
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Address	Email Address
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Name of Partner or Officer	Title	Phone Number
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Address	Email Address
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Resident Agent for Corporation:

Name of Representative	Title	Phone Number
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Address	Email Address
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- **Emergency Contact must be able to respond within 1 hour of being contacted.**
- Recertification shall take place every two (2) years.
- Any existing registration may be transferred to the new owner. The new owner shall register the transfer of ownership within thirty of the date of closing. A license that has been transferred upon sale of the property shall be valid until its expiration or revocation for noncompliance with city codes and ordinances.

Signature

Date	Signature of Applicant
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Please mail payment and application to:
City of Charlotte
111 E Lawrence
Charlotte MI 48813