



Village of Lawton
125 S Main St
Lawton, MI 49065
269.624.6407
brathbun@lawtonmi.org

License # _____
Expiration Date: _____
Payment Rcvd: _____
Date Received: _____
Date of Inspection: _____

RENTAL PROPERTY REGISTRATION/INSPECTION

- () Annual Registration **\$25.00**
- () Rental Inspection
- | # Units | Inspection Cost |
|------------|--------------------------|
| 1-3 Units | \$150.00 |
| 4-6 Units | \$200.00 |
| 7-10 Units | \$250.00 |
| 10+ Units | \$25.00 per unit over 10 |

Completion of this form is required by Village of Lawton Ordinance (_____). The Ordinance states that all rental properties in the Village of Lawton will be registered annually and that an initial inspection with issuance of a Letter of Compliance/Modified Letter of Compliance is valid for two years and a renewal inspection, with issuance of a Letter of Compliance/Modified Letter of Compliance, shall be valid for four years, to be completed by the Rental Inspector. All rental properties within the Village must be registered annually by July 1st. Late fees will be applied to all properties found to be in noncompliance after July 1. Newly established rental properties shall be registered within 30 days thereof. Owners of more than one parcel subject to registration requirements must register each parcel separately. If the status of property ownership changes, or occupancy changes, the Village must be contacted within 30 days thereof.

Property Location / Property Owner Information

Rental Address

Property Tax ID #

Number of Units

Name of Property Owner

Address

City, State

Zip

Telephone

Email

Property Manager/Agent

Agent Name

Company

Address

City, State

Zip

Telephone

Email

Occupant

Name of Present Occupant:

Telephone

Email

I, the undersigned, affirm that the foregoing answers, statements, and information and any attachments are in all respects true and correct to the best of my knowledge and belief. I understand that the Rental Property License applied for, if granted, is issued on the representations made herein and that any License subsequently issued may be revoked because of any breach of representations or conditions, or because of the lack of continued conformance with zoning ordinance requirements. I understand that incomplete applications, which also includes application fees, will not be processed. Incomplete applications will be closed after 30 days. Applicant will have to re-submit including all applicable fees. I, the undersigned, fully understand that acceptance and/or approval of this application for Rental Property Licensing does not confer approval by any other municipal entity. I, the undersigned, authorize the Rental Inspector and any other person authorized by the Rental Inspector, to enter onto the property subject to this application hereon for the purpose of conducting inspections for compliance. Failure by the undersigned to permit such inspections shall result in the Rental Property License being denied, or immediate revocation of the Rental Property License that has been issued. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and agree to conform to all applicable laws of the State of Michigan.

Property Owner Signature: _____

Date: _____

OFFICIAL USE ONLY

Number of Violations Found:	
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Interior:

Exterior:

Inspection Application:	
Approved By: _____ Date: _____	

Annual Registration:

Issued: () Letter of Compliance

() Letter of Deficiency

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings present.

Date:

Date: _____