

**CITY OF GRAND HAVEN
COMMUNITY DEVELOPMENT DEPARTMENT
11 N. SIXTH STREET
GRAND HAVEN, MI 49417**

2019 RESIDENTIAL RENTAL YEARLY REGISTRATION

Dear Property Owner,

If you own residential rental property in the City of Grand Haven, it must be registered with the City of Grand Haven Community Development Department. Rental Property Registration is required in accordance with the City of Grand Haven Code of Ordinance Section 9-201. If you are not familiar with the regulations, they are available on the City's website at <http://www.grandhaven.org/residents/rental-housing-program/> or you may call the office at (616) 847-3490 to request a copy.

NOTE: This registration notice is being sent to **PROPERTY OWNERS ONLY**. Local agents will no longer be receiving a copy of the registration form. For your convenience, forms are also available on the City's website at https://grandhaven.s3.amazonaws.com/pdf_documents/forms/departments/planning_building/rental_registration.pdf

Please fill out the enclosed Registration Form and return it to the City of Grand Haven along with the fee of **\$40.00 per rental unit**. The payment along with the form is due February 15, 2019. **There is a \$10.00 late fee if the payment or form is received after February 15th.**

If you no longer rent out or own your rental property, please note such change at the bottom of the enclosed registration form, and then sign and return the form to us. You are required by City Ordinance to notify the Community Development Department within 60 days of such change.

Please be aware that this is a rental program requirement and is **separate** from any changes you may make with any other city department. **Please call (616) 847-3490 if you have any changes to your rental information.**

If you have any questions, please contact the Community Development Department between the hours of 8 a.m. and 5 p.m. at (616) 847-3490.

Jennifer Howland

Community Development Manager

****Please note the fee is \$40 per unit****

2019 RESIDENTIAL RENTAL REGISTRATION FORM

Registration Form **Must** Accompany Payment

Please send fee and form to:

City of Grand Haven

519 Washington, Grand Haven, Michigan 49417

Date: _____

SECTION 1 – RENTAL PROPERTY INFORMATION

Rental Property Address: _____

Number of residential units: _____ Number of residential rental units: _____

Do you reside in one of the units: Yes No

Certified with the City as: Short Term Long Term

Current Certificate of Compliance Expiration Date: _____

Is this the first time you are registering this property as a rental? _____

SECTION 2 – OWNER INFORMATION

Owner's Name: _____

Contact Person (if owner is a company): _____

Owner's Address: _____

Owner's City/State/Zip: _____

Home/Cell Phone: _____ Business Phone: _____

Email address: _____ Owner's Birth Date: _____

Would like rental correspondence mailed to: Owner Agent

SECTION 3 – PROPERTY MANAGER OR LOCAL AGENT (Required if you live more than 60 miles outside the city limits)

Company Name: _____

Contact Person: _____

Manager/Agent Address: _____

Manager/Agent City/State/Zip: _____

Home/Cell Phone: _____ Business Phone: _____

Fax Number: _____ Email address: _____

SECTION 4 – FEES

There is a \$40.00 per rental unit fee. There is a \$10.00 per property late fee if the payment or form is received after February 15, 2019.

SECTION 5 – DISCLAIMERS

By signing below, I hereby affirm that the above information is true and correct.

Date _____ Signature of Owner/Agent _____

****If you no longer own this property or it is no longer a rental unit, please note the change in the space directly below, sign and date in the above spaces, then mail the form back and we will update our records. Thank you*****
