

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

**2018 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](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, 2018. **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 this year is \$40 per unit\*\***

# 2018 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 as:  Short Term\*  Long Term

*\*Per the Zoning Ordinance, Short Term Rentals are only permitted within the North Shore, Dune Residential, Old Town, Southside, Waterfront 2 and the Central Business zoning districts. Approval must be granted by the Community Development Manager prior to operating a new Short-Term Rental or obtaining a new Short-Term Rental Certificate.*

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 (If applicable per Ordinance)

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, 2018.

## 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\*\*\**

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