

August 17, 2017

Lansing Township Property Owner/Manager:

This letter is to inform you that the Charter Township of Lansing adopted the “Registration and Inspection of Residential Rental Property” Ordinance. Under this Ordinance all rental properties are required to be registered and inspected by Township officials at least once every three (3) years. The purpose of the Ordinance includes ensuring that all rental properties within the township are safely maintained as well as to ensure that accurate landlord contact information is maintained.

Please find the enclosed registration form which needs to be completed and returned no later than October 1, 2017. Once received, a registration is effective for a period of three years. A failure to register constitutes a municipal civil infraction, and is punishable by fines, costs, and additional civil penalties.

The registration fee for the property is \$300.00 (Three Hundred Dollars) as well as a per unit fee of \$30.00 for each unit.

If you have been incorrectly identified as a rental property owner/ manager, please return the attached affidavit with an explanation, copy of lease or other supporting documentation so that your property can be removed from the rental database.

If you have any questions regarding the registration of rental properties, inspections, or the Ordinance, please contact the building department at (517) 485-3510.

Respectfully,

Daniel L. Richards
Code Enforcement Officer
Charter Township of Lansing
517-485-3510
d Richards@lansingtownship.org

APPLICATION FOR REGISTRATION OF RENTAL PROPERTY

Charter Township of Lansing

3209 W. Michigan Ave. Lansing, Michigan 48917

(517) 485-3510

THIS APPLICATION IS 2 SIDED, ALL INFORMATION MUST BE COMPLETED

1) New Registration Registration Renewal Change in Owner / Property Manager

2) OWNER INFORMATION

Name: _____ Business Name: _____

Mailing Address: _____ City: _____ State: _____ ZIP _____

Phone Numbers: DAY _____ EVENING _____ MOBILE _____

EMERGENCY _____ FAX _____

3) PROPERTY MANAGEMENT INFORMATION

Name: _____ Business Name: _____

Mailing Address: _____ City: _____ State: _____ ZIP _____

Phone Numbers: DAY _____ EVENING _____ MOBILE _____

EMERGENCY _____ FAX _____

4) RENTAL PROPERTY INFORMATION **IF THERE IS MORE THAN ONE ADDRESS OR PARCEL NUMBER FOR THIS APPLICATION, SEE THE BACK OF THIS FORM**

Property Address: _____ Parcel Tax ID Number: _____

TYPE (circle one) SINGLE-FAMILY DUPLEX (TWO FAMILY) 3 OR MORE UNITS (MULTI-FAMILY)

IF MULTI UNIT BUILDING –COMPLETE THE FOLLOWING:

1) How Many Buildings in Complex? _____ 2) How Many Units in Each Building? _____

3) Name of Complex? _____ 4) Are Any Units Owner-Occupied? _____

APPLICANT AFFIDAVIT:

I hereby attest to the truth and accuracy of the information contained in this application and grant the Charter Township of Lansing permission to conduct any and all inspections required and affirm that all tenant of the subject property will be informed of required and scheduled inspections. Furthermore, all leases executed after this date shall contain a provision requiring the lessee to consent to inspection upon notice as provided in section 104 of Ordinance 73.

Signature of Owner/Agent: _____ Date: _____

Office Use Only:

Zoning _____

TOTAL FEE: _____

Total Number of Units: _____

Date Received: _____

Posted as Rental? _____

Receipt Number: _____

Date Fee Paid: _____

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If there is more than one address OR parcel number for each building, you must indicate below. This information is required to register a rental property.

Additional Addresses:

Additional Parcel Numbers:

* Parking Plan Diagram and/or current site plan for verification of compliance with off street parking requirements to be included with this application for the application to be complete.