

Lansing Township Property Owner/Manager:

This letter is to inform you that on July 1, 2014 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 and to ensure that accurate landlord contact information is maintained.

A "Rental unit" is defined as "a particular living quarters within a dwelling, including living quarters within an owner occupied dwelling, that are intended for occupancy by a person other than the owner and the family of the owner, including mobile homes, single family homes, apartments, hotel/motel units, rooming units, and for which a remuneration or consideration of any kind is paid."

The adopted Ordinance and fee schedule are available on the Township website www.lansingtownship.org:

New Registration Fee:	\$375
Per Unit Fee:	\$30
License Renewal Fee:	\$375
Late Application Fee:	\$75 + Civil Infraction Fee
All Trades Fee (includes 1 re-inspection):	\$75/Inspector
Re-inspection after 1 st re-inspection	\$75
No Show Fee	\$75
Unregistered Rental Investigation Fee	\$100/building

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.

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 Official
Charter Township of Lansing
517-485-3510
drichards@lansingtownship.org

APPLICATION FOR REGISTRATION OF RENTAL PROPERTY

Charter Township of Lansing

3209 W. Michigan Ave. Lansing, Michigan 48917

(517) 485-3510

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 _____

Date Received: _____

TOTAL FEE: _____

Check Number _____