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  
drichards@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:
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.