2023 RESIDENTIAL RENTAL REGISTRATION FORM
Registration Form Must Accompany Payment
Please send fee and form to:
City of Ferrysburg
P.O. Box 38, Ferrysburg, MI 49409-0038

Date: _______________________

***Please complete one (1) rental registration form for each rental unit. ***

SECTION 1 – RENTAL PROPERTY INFORMATION

1.) Rental Property Address: ______________________________________________________

Number of residential units: _________ Number of residential rental units: _________

Do you reside in one of the units: ☐ Yes ☐ No If so, which one? ______________________

Do you rent by the:
☐ 27 days or Less ☐ Yes ☐ No

☐ 27 days or More ☐ Yes ☐ No

☐ Year ☐ Yes ☐ No

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

Is a carbon monoxide detector installed (required) ___ Yes ___ No

Land-line phone number for the rental dwelling:_____________________

SECTION 2 – A copy of the City’s Ordinance regulating rentals and any restrictive covenants for your property will be given to the renters each time the dwelling unit is rented.

☐ Yes ☐ No

SECTION 3 – 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: __________________________________________________________________

Would like rental correspondence mailed to: ☐ Owner ☐ Property Manager
SECTION 4 – 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 5 – FEES & INSPECTIONS

There is a $50.00 per rental unit fee due with the form by February 3, 2023.

INSPECTIONS: If an inspection is due in 2023, that inspection needs to be completed and approved by April 3, 2023, or the Unit may not be Occupied.

SECTION 6 – BEDROOMS – Dimensions for each bedroom required only if not previously provided or if changes have occurred.

<table>
<thead>
<tr>
<th>Bedroom #</th>
<th>Total square feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>_____</td>
</tr>
<tr>
<td>#2</td>
<td>_____</td>
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<td>#3</td>
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<td>#4</td>
<td>_____</td>
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<tr>
<td>#5</td>
<td>_____</td>
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</tbody>
</table>

SECTION 7 – # OF PARKING SPACES – Indicate number of parking spaces. Parking spaces shall be within a garage or on a paved surface, outside of the public right-of-way on the subject premise. Required if not previously provided or if changes have occurred.

_____ Number of parking spaces

SECTION 8 – DISCLAIMERS

By signing below, I hereby affirm that the above information is true and correct and certify I consent to inspections by the city and will make the dwelling available to inspector upon request.

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****

____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

Office Use:
Approved: __________________________
Date of Inspection: ___________________
Maximum number of occupants: __________