



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

Rental Registration Form

In accordance with Ordinance No. 00-305 adopted October 2, 2000 by the Alpena City Council, all owners of residential rental dwelling units located within the City of Alpena are required to submit a completed registration form. Complete all applicable information and return to City of Alpena Building Official, City Hall, 208 N. First Avenue, Alpena, MI 49707. Please type or print clearly in ink. Questions may be addressed to the City Building Official, Building Inspector, or the Director of Planning and Development at 989-354-1700.

A. Owner(s):

Name(s):

Mailing Address:

City: State: Zip Code:

Phone Number: Cell Phone: E-Mail

B. Local Agent: A local agent must be listed if the property owner does not live within the county, or lives outside of the county more than 20 miles from the City Limit

Name:

Mailing Address:

City: State: Zip Code:

Phone Number: Cell Phone: E-Mail

For each residential rental building owned in fee simple or under a land contract (including a multi-unit building in which the owner lives) provide the property address, the number of residential rental dwelling units in the building and individual unit addresses (if applicable). Attach additional sheets if necessary.

Table with 3 columns: Building Address, No. of Units, Unit Address

I hereby attest that the above stated information regarding all residential rental dwelling units owned by ... is true to the best of my knowledge. I understand that failure to register any residential rental dwelling units owned by ... within the City of Alpena or the submission of false information on this form may result in a fine or imprisonment or both in accordance with the provisions of City Ordinance No. 00-305.

Owner's or Local Agent's Signature

Date

Title (if applicable)

Company name (if applicable)

General Information

DEFINITIONS

- A. **Owner:** The individual(s), company, corporation, or governmental or private agency listed on the recorded deed or purchaser under a recorded Land Contract as the owner of a property containing residential rental dwelling unit(s).
- B. **Local Agent:** An individual or company representing the owner having a place of residence or business within Alpena County or within twenty (20) miles of the City of Alpena if residing outside the County. The local agent is responsible for the operation of the owner's residential rental dwelling unit(s) located within the City of Alpena. A local agent is required if:
1. The owner resides outside of Alpena County more than twenty (20) miles from the City of Alpena.
 2. The owner resides outside Alpena County more than twenty (20) miles from the City of Alpena for more than ninety (90) days each calendar year.
- C. **Residential Rental Dwelling Unit:** Distinct individual living quarters within a building intended for occupancy by a person or persons other than the owner and the family of the owner, and for which a remuneration of any kind is paid. Single-family residences, duplexes, apartments and rooming houses may all contain and be classified as rental units.

REGISTRATION FILING REQUIREMENTS

All residential rental dwelling units shall be registered as follows:

- A. Newly constructed residential rental dwelling buildings or units shall be registered prior to the issuance of a final Certificate of Occupancy.
- B. A residential rental dwelling building/unit sold, transferred or conveyed shall be **re-registered by the new owner within thirty (30) days** of the date of the deed, land contract, or other instrument of conveyance. At that time the units will be removed from the previous owner's registration.
- C. Any non-rental residential dwelling unit converted to a residential rental dwelling unit shall be registered prior to the date it is occupied for rental purposes.

REGISTRATION INFORMATION

The following information shall be provided by the owner or owner's local agent at the time of registration:

- A. Owner's name, address, phone number, cell phone number, and e-mail address.
- B. Local Agent's (if applicable) name, address, phone number, cell phone number and e-mail address.
- C. Address of each building owned (fee simple or land contract) by the registrant containing residential rental dwelling unit(s) (includes a multi-unit building in which the owner lives).
- D. The number and identifying address of each residential rental dwelling unit for buildings containing more than one dwelling unit.
- E. Signature of owner or local agent attesting to the truthfulness of the information provided. If signed by the owner, said owner being a company, corporation or governmental or private agency, only a duly authorized officer or administrator may sign the registration form.

CHANGES IN REGISTRATION INFORMATION

Changes in the registration information, other than those listed in Section 4, shall be provided in writing to the City of Alpena Building Official.

FEES

There shall be no fee for the registration, re-registration, or updating of registration information within the allotted thirty (30) day time period. There will be an inspection fee due at the time of inspection. Failure to register in the allotted time period will result in a \$50 late fee in addition to the inspection fee. Failure to register a new rental unit prior to occupancy will result in additional charges. A missed inspection will result in a \$125 fee. If violations are found during the inspection, a follow up inspection will be required at no charge. If violations are found during the follow up inspection, a third inspection will result in a \$125 fee. There is a 3% fee for all credit card transactions.

PENALTY FOR FAILURE TO COMPLY

- A. Failure to register a residential rental dwelling unit(s) within the applicable time period prescribed in this Ordinance shall constitute a misdemeanor, which upon conviction thereof, shall subject the violator to a fine of up to Five Hundred Dollars (\$500.00) per unregistered residential rental dwelling unit and costs of prosecution, and/or imprisonment for a period not to exceed ninety (90) days for each offense, or both such fine and imprisonment in the discretion of the Court, together with the costs of such prosecution.
- B. The submission of false information on a residential rental dwelling unit registration form shall constitute a misdemeanor, which upon conviction thereof, shall subject the violator to a fine of up to Five Hundred Dollars (\$500.00) per residential rental dwelling unit owned by the violator and costs of prosecution, and/or imprisonment for a period not to exceed ninety (90) days for each offense, or both such fine and imprisonment in the discretion of the Court, together with the costs of such prosecution.