

2017 RESIDENTIAL RENTAL REGISTRATION FORM

Registration Form Must Accompany Payment

Please send fee and form to:

City of Ferrysburg

17290 Roosevelt Road, P.O. Box 38, Ferrysburg, MI 49409-0038

Date: \_\_\_\_\_

**SECTION 1 – RENTAL PROPERTY INFORMATION**

1.) Rental Property Address: \_\_\_\_\_

Number of residential units: \_\_\_\_\_ Number of residential rental units: \_\_\_\_\_

2.) Rental Property Address: \_\_\_\_\_

Number of residential units: \_\_\_\_\_ Number of residential rental units: \_\_\_\_\_

3.) Rental Property Address: \_\_\_\_\_

Number of residential units: \_\_\_\_\_ Number of residential rental units: \_\_\_\_\_

4.) Rental Property Address: \_\_\_\_\_

Number of residential units: \_\_\_\_\_ Number of residential rental units: \_\_\_\_\_

5.) 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:  Day  Yes  No

Week  Yes  No

Month  Yes  No

Year  Yes  No

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

Over→

**SECTION 2 – 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 3 – 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 4 – FEES**

There is a \$25.00 per rental unit fee due with the form by May 10, 2017.

**SECTION 5 – DISCLAIMERS**

By signing below, I hereby affirm that the above information is true and correct.

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\*\*\**

\_\_\_\_\_

## RENTAL PERMIT CHECKLIST

Below is a non-exclusive checklist of items that are required to obtain a rental permit. If items below are in violation, the item(s) must be corrected and re-inspected. Violations not listed below may also be required to be corrected. **There is a \$50 fee to have a unit re-inspected.**

### Exterior:

Street numbers must be 4 inches tall and visible from the street.

Siding- is there peeling paint, broken boards, missing corner pieces.

Windows & Door Trim / Frames- check for peeling paint, deteriorated frames, or broken boards.

All steps, decks and landings must be in good condition and safe to use.

Graspable handrails are required on all sets of stairs with 4 or more risers.

Protective guardrails are required on porches, balconies and stairs more than 30 inches above the ground. Guardrails must be secure, in good condition, 30 – 38 inches in height and rails spaced so a 4 inch sphere cannot fit through.

No accumulation of garbage, rubbish, unused household materials permitted.

Fences must be in good repair.

No cracked / broken window panes. No boards over windows.

No open cracks and holes in the foundation.

Driveways & sidewalks shall be in good condition with no holes or trip hazards.

All exterior doors must have a lock.

All window screens (on operable windows) and storm doors should be in good condition, without damage, and with working hardware.

### Basement / Utility Room:

The dryer must be vented outside with metal duct.

The washer must be properly hooked up and have a standpipe.

The electrical service, breakers, and fuses must be installed and sized properly.

Sleeping in the basement is prohibited unless code compliant egress is present.

### Interior:

All ground floor windows must have locks.

The bathroom ventilation must be working. (Operable window or vent fan.)

All walls and ceilings must be in good condition with no holes, peeling paint, peeling wallpaper.

All floor coverings must be properly installed, and maintained in good clean condition with no rips, tears or tripping hazards.

Cover plates must be installed on all outlets, switches and junction boxes.

All electrical outlets must be grounded or GFCI protected.

Closet light fixture locations: - Incandescent fixtures, 12 inch clearance from any shelf or clothing.

Fluorescent fixtures, 6 inch clearance from any shelf or clothing.

Working smoke alarms must be installed in each sleeping area, outside of each sleeping area in the vicinity of the sleeping area, and on each floor level.

A Carbon Monoxide detector is required.

A minimum of 2 duplex outlets on opposite walls is required in each bedroom, living room, and dining room.

A minimum of 1 duplex outlet is required on each kitchen counter space.

Bathroom outlets must be GFCI protected.

In a multi-family dwelling all fire doors shall be self-closing and latching.

All fire separations shall be in good condition.

All interior doors must be in good condition with working hardware.

Plumbing must be leak free.

All drains must be working properly.

The toilet must be working properly and secured to the floor.

Each room must have adequate heat. Portable heaters are not allowed.

The minimum ceiling height is 7 foot.

The number of occupants must comply with the code.

The house / apartment must be clean, with no insect or rodent problems, and the yard must be maintained.