

RENTAL HOUSING REGISTRATION APPLICATION

CITY OF SYLVAN LAKE

1820 INVERNESS
SYLVAN LAKE, MI 48320

Applicant/Property Owner must complete all items in the sections below. A separate application must be completed for each Rental Structure. Supported by Ordinance No. 280 of the Sylvan Code, Chapter 15, Article 1.

A copy of the lease must be shown in order to change name on the water bill.

Applicant/Property Owner Information

Name

Address (Where Owner is living)

Date moved to this address

Email Address

Phone

Rental Unit Information

Date rental made available to public:

Address

Is this Rental Unit under the services of a Local Agent? Yes or No

If yes, please provide the following information

Local Agent Information

Name of Company

Contact Person

Address

Email Address

Phone

How many Rental Units are in this structure? _____

NOTE:

A post office box WILL NOT be accepted as a legal address. However, a post office box may be accepted as a mailing address for legal correspondence upon written request of the property owner provided a legal street address is maintained on file with the City. The owner shall be responsible for notifying the city of any change of address of either the owner or the responsible local agent.

Signature of Applicant

Print Name

Signature of Applicant

Print Name

Date

If Applicant is not the owner then authorization is required from owner appointing responsible local agent. Both signatures are required.

Signature of Owner

Print Name

Signature of Local Agent

Print Name

Date

NOTE:

A \$25.00 registration fee for each rental structure shall be paid within 90 days.
A \$50.00 registration fee for each rental structure shall be paid after 90 days.
Failure to register your rental unit will cause you to receive a fine of \$100.00