

Parcel # \_\_\_\_\_

**2016-2018**

CHARTER TOWNSHIP of KALAMAZOO  
1720 Riverview Drive  
Kalamazoo, MI 49004  
(269) 381-8080

**RENTAL DWELLING APPLICATION / REGISTRATION**

Pursuant to the Kalamazoo Township Rental Properties Maintenance Ordinance, all dwellings leased or occupied for rental purposes must be registered with the Township. Please fill out the Application for Registration and submit it to the Township, along with **\$100 application fee (due at the time of renting). If this rental registration is a renewal of the dwelling an additional \$100 fee will be assessed if paid after October 1, 2016.** If this form was sent to you in error or the dwelling is no longer a rental unit please skip to #9.

**All responses must be printed or typewritten and the Application must be signed in ink..**

1. Dwelling address: \_\_\_\_\_
  
2. Dwelling owner(s) name: \_\_\_\_\_  
Driver's license #, state identification #, or corporation identification#  
\_\_\_\_\_  
  
Permanent address: (Street) \_\_\_\_\_  
  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_  
  
Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
  
Email \_\_\_\_\_ Cell Phone: \_\_\_\_\_
  
3. Property Management/Legal Agent/Resident Agent designated by owner, if any:  
\_\_\_\_\_  
  
Driver's License #, State Identification #, or Corporation Identification #.  
\_\_\_\_\_  
  
Permanent Address: (Street) \_\_\_\_\_  
  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_  
  
Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
  
Email \_\_\_\_\_ Cell Phone: \_\_\_\_\_
  
4. Number and location of off-street parking spaces available for dwelling: \_\_\_\_\_  
(Attach sketch of off-street parking if applicable - page 3.)
  
5. Number of residential rental units in dwelling: \_\_\_\_\_

- 6. Number of sleeping rooms contained on each floor within each rental unit:  
3<sup>rd</sup> Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_ 1<sup>st</sup> Floor \_\_\_\_\_ Basement \_\_\_\_\_
- 7. Maximum number of tenant's owner will allow to occupy each rental unit: \_\_\_\_\_
- 8. Will subletting be permitted by any tenants? \_\_\_\_\_

The undersigned hereby makes application for rental dwelling registration for the above dwelling and agrees to permit the Township Building Official or other official designated by the Township Board to enter and inspect said dwelling during reasonable daylight hours, to ascertain compliance with Township Ordinances upon reasonable prior notice to the Owner(s) or Tenant(s) of the dwelling to be inspected. Further, the undersigned hereby states that the above responses are true to the best of their knowledge and acknowledge that any untruthful response shall constitute a violation of the Kalamazoo Township Rental Properties Maintenance Ordinance.

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Owner/Legal Agent Signature

**Please return form/payment to: Kalamazoo Township  
 1720 Riverview Dr.  
 Kalamazoo, MI 49004**

- 9. If this property is not a rental unit, (please note the reason for any changes in the property's status in the space directly below with the property address), sign and date, then mail the form back and we will update our records. Thank you.

Dwelling address: \_\_\_\_\_

Reason for change: \_\_\_\_\_

Dwelling owner(s) name: \_\_\_\_\_ Phone: \_\_\_\_\_

The undersigned hereby states that the above responses are true to the best of their knowledge and acknowledge that any untruthful response shall constitute a violation of the Kalamazoo Township Rental Properties Maintenance Ordinance.

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Owner/Legal Agent Signature

(Township Office Receiving record)  
 Application Fee Received - Cash / Check # \_\_\_\_\_ Amt. \_\_\_\_\_ Date \_\_\_\_\_

The following Acceptance of Application & Registration of Rental Dwelling to be executed by Township.

1. I have received the application fee.
2. I acknowledge receipt of a Rental Dwelling application for the dwelling  
 Located at: \_\_\_\_\_
3. Said dwelling is hereby registered with the Charter Township of Kalamazoo.
4. The Rental Dwelling Registration for said dwelling shall expire on September 30, 2018 or upon the transfer of ownership of the dwelling, whichever is earlier.

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Administrator, Kalamazoo Township  
 Rental Properties Maintenance Ordinance