

RENTAL PROPERTY REGISTRATION



CHOCOLAY TOWNSHIP

5010 US-41 South
Marquette, MI 49855
Phone: 906.249.1448 Fax: 906.249.1313
www.chocolay.org

PERMIT NUMBER
RR-_____-_____-

RENTAL PROPERTY INFORMATION

Rental address _____

APPLICANT
Name _____
Address _____
City / State / Zip _____
Contact numbers _____ _____
E-mail _____

PROPERTY OWNER (if different from applicant)
Name _____
Address _____
City / State / Zip _____
Contact numbers _____ _____
E-mail _____

If the applicant is not the property owner, the property owner grants permission for the applicant to act on the owner's behalf for this project.

Owner signature _____ Date _____

PROPERTY RENTAL INFORMATION

Rental Type

Single family residence

Multi-family residence Number of rental units _____

Single Family Residence Only — Owner Occupied

Owner lives at rental address year round

Owner lives at rental address part time (seasonal)

Owner does not live at rental address at any time

Owner uses property at unspecified times (vacation, etc.)

LOCAL ALTERNATE CONTACT

Contact owner first

Contact alternate first

Alternate Contact

Note The alternate contact cannot be the property owner or property owner spouse and must live within 25 miles of the Township's boundaries.

Name _____

Address _____

City _____ State _____ Zip _____

Contact numbers _____

APPLICATION CONDITIONS

1. I understand that this application does not satisfy the need for all permits required by Marquette County or the State of Michigan, and that other permits may be necessary before beginning the rental use.
2. I certify the requested rental does not violate any deed restrictions attached to the property involved in the request.
3. I understand the rental property shall meet the standards defined in the Township *Zoning Ordinance* and Ordinance # 68 *Rentals* and all requirements outlined in the Marquette County Building Codes. I understand failure to do so will result in a violation, and could result in the registration being voided.
4. I certify that the proposed rental is compliant with all other applicable federal, state, and local statutes, regulations and ordinances, and I understand that my registration may be revoked if it is found that the rental is in violation of any statute, ordinance, law, or regulation.
5. I understand I must maintain a current list of the rental occupants. Upon request by police, fire, emergency or other government personnel, I understand I am required to present the list of occupants to the requesting agency.
6. I have reviewed Township Ordinance # 68, *Rentals* and agree to comply with the ordinance text.
7. I understand that anyone renting the property must be provided a copy of the latest version of the *Township Information* document. It is suggested that the owner maintain proof of delivery of the *Township Information* document to the renter.
8. I understand that the Township must be notified when the rental ceases to operate; otherwise, the property will be considered in rental status.

For Single Family Use Only

1. I understand no signs will be posted at the property advertising the rental property or related services.

Owner / agent signature _____ **Date** _____

Name (print) _____

TOWNSHIP OFFICE

Parcel ID 52-02-____ - ____ - ____ **Zoning District** _____

Registration **Approved** **Not approved**

Violations

Violations in previous year Yes If yes, number of violations _____

Registration Information

Registration eligibility date _____

Registration start date _____ Registration expiration date _____

Comments

Zoning Administrator signature _____ **Date** _____

ORDINANCE 68 RENTALS EXTRACT

Section 4 Registration

The Township will use the registration of rental dwellings as an effective resource to promote responsible property management and provide a tool for prompt contact with Owner / Agents from police, fire, emergency and other government personnel when issues or emergencies develop. The annual registration is used to update Owner / Agent information, remove a sold property, remove registered rentals, or add a newly acquired property as a rental.

Section 5 Registration Requirements

General requirements of rental dwelling registrations are as follows:

- The Owner / Agent must provide current owner and management company information, including email addresses, contact numbers, and alternate contact numbers on the registration form.
- An alternate contact must be designated on the registration form to respond to calls from police, fire, emergency and other government personnel when attempts to contact the owner / agent have failed or the Owner / Agent is unavailable to respond in a timely manner. The designated alternate contact person must be located in the Township or within twenty - five miles of the Township's boundaries.
- The Owner / Agent must maintain a current list of the rental occupants. Upon request by police, fire, emergency and other government personnel, the owner / agent is required to present the list of occupants to the requesting agency.
- Incomplete or inaccurate information submitted on a registration application will result in denial of the registration application.
- A new Owner / Agent of a rental property must register the property within thirty days following execution of any deed, land contract or other instrument conveying an ownership interest in the property.
- An affidavit must be filed with the Township when a rental ceases to operate; otherwise, the property will be considered in rental status.
- The Owner / Agent must provide a copy of the latest version of the Township Information document to anyone renting the property. It is suggested that the owner maintain proof of delivery of the Township Information document to the renter.

Section 6 Registration Renewal

The renewal of rental property registration will occur annually between March 1 and April 30. A rental dwelling's Owner / Agent must submit a current and accurate registration of the rental property to the Township annually. The owner / agent must also update the Township registration record if the rental is removed, the property is sold, or the property is acquired through a purchase or transfer.

A renewal form will be sent to the last known address of the property owner prior to the start of registration period to ensure timely completion of the renewal form. For that reason, it is crucial that any changes of ownership or mailing address be reported to the Township to ensure receipt of a correct renewal notice.

Section 7 Prohibition

Any person who rents or offers to rent a property dwelling without first applying and registering the property as required in Section 5 of this Ordinance will be subject to a civil penalty as indicated in Section 8 of this Ordinance.

No Owner / Agent will be permitted to re-register a property if the Owner / Agent, rental occupant(s) or guests of either are found responsible for three violations of Chocoley Township Ordinances, state law, or any combination thereof, occurring at the property as a result of three separate incidents within the previous registration year.

Chocoley Township will send written notification to the Owner / Agent by ordinary first class mail following an alleged Ordinance violation occurring at the property. It will be the responsibility of the Owner / Agent to request additional information, if desired, regarding the disposition or outcome of each alleged Ordinance violation occurring at the property. It is unlawful to rent, receive rental income from, or offer to rent a dwelling on a property within the Township's boundaries without first registering the property, unless exempted below.

ORDINANCE 68 RENTALS EXTRACT (continued)

The following are exempted from the registration requirement:

- Bed & breakfast
- Campground
- Group day care facility
- Group day care home
- Hospital
- Hotel / motel
- Mobile home in a mobile home park
- Mobile home park
- Nursing home
- Resort

Section 8 Penalty

An Owner / Agent who violates this Ordinance shall be responsible for a municipal civil infraction and shall pay a fine of not more than two hundred fifty dollars (\$250.00) for each violation plus costs. Each day during which a violation occurs or continues shall be deemed a separate offense.

An Owner / Agent of any Registered Rental Property at which three violations of Chocolay Township Ordinances, state law, or any combination thereof, occurs within the previous registration period, as set forth in Section 7, shall be responsible for a municipal civil infraction, shall pay a fine of not more than two hundred fifty dollars (\$250.00) for each violation plus costs, and shall be prohibited from re-registering the property as a rental dwelling for a period of not less than one year. The Township may also seek injunctive relief against all persons or entities who violate this Ordinance and such other relief as may be available by law or equity, and which may include but shall not be limited to an order requiring, prohibiting, suspending, or revoking the registration or reregistration of a rental dwelling.