



# City of Luna Pier

P.O. Box 375  
4357 Buckeye Street  
Luna Pier, MI 48157

## RENTAL HOUSING REGISTRATION FORM

### OWNER INFORMATION

Owner Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Property Tax Number: \_\_\_\_\_  
Corporation: \_\_\_\_\_ Previously Registered  Yes  No  Not Sure  
Corporation Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Day Time Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
**(provide only if can be used for contacting you)**

### LOCAL CONTACT REPRESENTATIVE

Local Contact Representative (required Per Ordinance- Must reside or conduct business within 25 miles of municipal building, maintain a local telephone number and be authorized to accept service of all notices from the municipality)

If Same as Owner Above Check Here:

Local Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Day Time Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
Authority to Legally Sign Document and Act on Behalf of Owner:  Yes  No

### RENTAL PROPERTY INFORMATION

Current Occupants: \_\_\_\_\_  
Current Occupants Phone: \_\_\_\_\_  
Type of Unit:  Single  Duplex  3 or more Units  
**If Multi-Family Please complete the Following:**  
# of buildings on Property: \_\_\_\_\_ # of Units per Building: \_\_\_\_\_  
# Units Occupied: \_\_\_\_\_ Total # of Units: \_\_\_\_\_

Complete additional information on back of form

**FEE INFORMATION**

<b>Registration Fee: \$30.00 per Unit</b> (assessed one time as long as property owner remains the same)	
<b>Inspection Fee: \$100 Per Unit</b> (Inspection fees are charge for each unit inspected and are paid every two years)	
<b>Re-inspection: \$50.00 per Unit</b> (charged if unit does not meet code regulations and must be re-visited)	
<b>No Show Re-Inspection: \$50.00 Per Unit</b> (charge if no one shows at time of appointment)	
<b>New Owner Inspection Fee: \$50.00 Per Unit</b>	
<b>New Tenant Inspection Fee: \$50.00 Per Unit</b> (required before unit is rented to a new tenant)	
<b>Total Fees Due:</b>	
<b>Property Owners must calculate the number of units on their property and submit payment accordingly. Please make check payable to the City of Luna Pier and send with completed form to address shown above.</b>	

**OWNER**

**I attest that the above information stated in this rental property registration form is true and correct. I have calculated the fees required for the registration and inspection of the rental unit(s) on this property and have included payment with this for. It is unlawful for any person to knowingly make a false statement of fact or knowingly omit any information that is required to register a rental housing unit pursuant to the local ordinance and state law.**

Signature of Owner: \_\_\_\_\_

Print Name of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**LEGAL REPRESENTATIVE**

Signature of Owner's Legal Representative (When Owner not Present)

Signature of Representative: \_\_\_\_\_

Print Name of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Filed: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Inspected \_\_\_\_\_

Violations/ Notes: \_\_\_\_\_

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