



City Hall  
208 North First Avenue  
Alpena, Michigan 49707  
[www.alpena.mi.us](http://www.alpena.mi.us)

## Rental Registration Application

In accordance with Article IV Registration of Residential Rental Dwelling Units and Article VI Mandatory Inspection of Residential Rental Properties of the City of Alpena Code of Ordinances, all owners of residential rental dwelling units located within the City of Alpena are required to submit a completed registration form to the City of Alpena Building Official. Additional information can be found on the City's website. Please call 989-354-1700 with any questions. All fields below are required.

Owner Names(s)	Phone
Mailing Address	E-mail

**Local Agent:** A local agent must be listed if the property owner does not live within Alpena county, or lives outside of Alpena county more than 20 miles from the City Limit. When a local agent is assigned, the following shall apply:

- The local agent will be the primary contact in the event of an emergency
- The local agent will be the primary contact for all City of Alpena correspondence, including scheduling of rental inspections, inspection violation notices, any subsequent inspections and payment of applicable fees.
- It is the responsibility of the local agent to communicate any concerns to the property owner

Local Agent (if applicable)	Phone
Mailing Address	E-mail

For each residential rental building owned in fee simple or under a land contract (including a multi-unit building in which the owner lives) provide the following information. Indicate if the rental is being renewed with the same information as previously provided, or if rental information has changed. Indicate units utilized for Short Term Rental.

Renewal	Change	Building Address	No. of Units	Unit Addresses (new half addresses NOT permitted)	Short Term Rental
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

**I UNDERSTAND AND AGREE TO COMPLY WITH THE REQUIREMENTS OUTLINED BELOW AS A CONDITION OF REGISTERING THE ABOVE RENTAL PROPERTIES:**

1. All information submitted on this application is accurate to the best of my knowledge.
2. The Rental Registration Program is governed by the City of Alpena Code of Ordinances; all program requirements will be adhered to.
3. I understand that failure to register any residential rental dwelling units within the City of Alpena or the submission of false information on this form is a misdemeanor and may result in a fine or imprisonment or both in accordance with the provisions of the City of Alpena Code of Ordinances.
4. I have read and understand the Rental Registration Information on the back of this form. \_\_\_\_\_ Initial Here

Property Owner Signature	Date	Local Agent Signature	Date
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# Rental Registration Information

## DEFINITIONS

**Owner:** The individual(s), company, corporation, or governmental or private agency listed on the recorded deed or purchaser under a recorded Land Contract as the owner of a property containing residential rental dwelling unit(s).

**Local Agent:** An individual or company representing the owner having a place of residence or business within Alpena County or within twenty (20) miles of the City of Alpena if residing outside the County. The local agent is responsible for the operation of the owner's residential rental dwelling unit(s) located within the City of Alpena. A local agent is required if:

- The owner resides outside of Alpena County more than twenty (20) miles from the City of Alpena
- The owner resides outside of Alpena County more than twenty (20) miles from the City of Alpena for more than ninety (90) days each calendar year

**Residential Rental Dwelling Unit:** Distinct individual living quarters within a building intended for occupancy by a person or persons other than the owner and the family of the owner, and for which a remuneration of any kind is paid. Single-family residences, duplexes, apartments, and rooming houses may all contain and be classified as rental units.

## REGISTRATION FILING REQUIREMENTS

All residential rental dwelling units shall be registered as follows:

- Newly constructed residential rental dwelling buildings or units shall be registered prior to the issuance of a final Certificate of Occupancy.
- A residential rental dwelling building/unit sold, transferred or conveyed shall be **re-registered by the new owner within thirty (30) days** of the date of the deed, land contract, or other instrument of conveyance. At that time the units will be removed from the previous owner's registration.
- Any non-rental residential dwelling unit legally converted to a residential rental dwelling unit shall be registered prior to the date it is occupied for rental purposes. All zoning requirements must be met prior to any property conversions.

## REGISTRATION INFORMATION

The following information shall be provided by the owner or owner's local agent at the time of registration:

- Owner's name, address, phone number, cell phone number, and e-mail address.
- Local Agent's (if applicable) name, address, phone number, cell phone number and e-mail address.
- Address of each building owned (fee simple or land contract) by the registrant containing residential rental dwelling unit(s) (includes a multi-unit building in which the owner lives).
- The number and identifying address of each residential rental dwelling unit for buildings containing more than one dwelling unit.
- Signature of owner or local agent attesting to the truthfulness of the information provided. If signed by the owner, said owner being a company, corporation or governmental or private agency, only a duly authorized officer or administrator may sign the registration form.

## CHANGES IN REGISTRATION INFORMATION

Changes in the registration information, other than those listed in Article IV, Section 14-73 of the Code of Ordinances, shall be provided in writing to the City of Alpena Building Official.

## FEES

- There shall be no fee for the registration, re-registration, or updating of registration information within the allotted thirty (30) day time period.
- Failure to register in the allotted time period will result in a \$50 late fee in addition to the inspection fee.
- Failure to register a new rental unit prior to occupancy will result in additional charges:
  - First Time Landlord \$150; Prior Landlord \$250; Second Offense \$550
- **Inspection fees are due prior to the inspection;** late payment fees will be assessed at \$50/unit up to 10 days late and an additional \$50/unit after 10 days. **Payment will not be taken at the inspection.**
- A missed inspection will result in a \$125 fee per unit.
- If violations are found during the inspection, a follow up inspection will be required at no charge. If violations are found during the follow up inspection, a third inspection will result in a \$125 fee per unit.
- There is a 3% fee for all credit card transactions.

## FAILURE TO COMPLY OR SUBMISSION OF FALSE INFORMATION

Failure to register a residential rental dwelling unit(s) within the applicable time period prescribed in this Ordinance shall constitute a misdemeanor, which upon conviction thereof, shall subject the violator to a fine of up to Five Hundred Dollars (\$500.00) per unregistered residential rental dwelling unit and costs of prosecution, and/or imprisonment for a period not to exceed ninety (90) days for each offense, or both such fine and imprisonment in the discretion of the Court, together with the costs of such prosecution.

The submission of false information on a residential rental dwelling unit registration form shall constitute a misdemeanor, which upon conviction thereof, shall subject the violator to a fine of up to Five Hundred Dollars (\$500.00) per residential rental dwelling unit owned by the violator and costs of prosecution, and/or imprisonment for a period not to exceed ninety (90) days for each offense, or both such fine and imprisonment in the discretion of the Court, together with the costs of such prosecution.