



**SECTION F: RESPONSIBLE LOCAL AGENT****(required if owner resides > 150 miles from Superior Twp)**

Property owners *may, at any time*, designate a Responsible Local Agent to manage their rental property.

**EXCEPTION:** Owners who reside more than 150 miles from Superior Twp **SHALL** designate a Responsible Local Agent who does reside or has a place of business within 150 miles of Superior Township.

When a **RESPONSIBLE LOCAL AGENT** is designated, both the owner and agent must sign below confirming the agent is authorized and accepts responsibility to receive scheduling notices, inspection reports, invoices, citations, and other legal documents on behalf of the owner. **THE TOWNSHIP WILL SEND OFFICIAL NOTICES ONLY TO THE DESIGNATED AGENT.**

RESPONSIBLE LOCAL AGENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize and appoint \_\_\_\_\_,

who lives or has a place of business within 150 miles of Superior Township, to be responsible for the above listed property and to receive all official notices from Superior Township for the purpose of Rental Housing Certification.

 \_\_\_\_\_

Owner's Signature

Printed Name

Date

 \_\_\_\_\_

Designated Agent's Signature

Printed Name

Date

**SECTION G: OWNER'S CERTIFICATION****(Unsigned Applications will NOT be Accepted)**

I hereby certify that all statements and information provided on this form are true, complete, and correct to the best of my knowledge. I agree to provide proof of the information that I have given on this form upon official request.

 \_\_\_\_\_

Owner's Signature

\_\_\_\_\_

Date

Please attach a site plan or drawing depicting property details including the location of all structures, parking areas, carports and accessory facilities, and a complete layout of each building showing addresses, units numbers and floor plans.

IS THE SITE PLAN ATTACHED?  YES  NO **(Applications with no Site Plan will NOT be Accepted)**

Thank you for registering your rental property! You will be notified of your inspection date in the near future.

