



APPLICATION FOR RENTAL HOUSING CERTIFICATION

SINGLE FAMILY & DUPLEX UNITS

PROPERTY ADDRESS: _____

PARCEL I.D. No: J- - - - -

SECTION A: SINGLE FAMILY (use for single family houses & condominiums only)

SINGLE FAMILY HOUSE OR ATTACHED CONDO/TOWNHOUSE REGISTRATION FEE: \$80
(one-time fee for life of ownership)

SECTION B: TWO-FAMILY DUPLEX (use for two-family duplex houses only)

DUPLEX TWO-FAMILY (list addresses or unit numbers) UNIT No. _____ UNIT No. _____

Does the owner live in a portion of the duplex? YES NO OWNER'S UNIT No. _____

DUPLEX REGISTRATION FEE: \$110 TWO RENTAL UNITS \$80 ONE RENTAL UNIT (owner lives in the other unit)

SECTION C: INDIVIDUAL OWNER INFORMATION (use only for personal ownership)

OWNER NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

SECTION D: CORPORATE OWNER INFORMATION (use only for LLC or other corporate ownership)

CORPORATION NAME: _____ MICHIGAN ENTITY ID No: _____

CORPORATION ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

PRIMARY CORPORATE OFFICER: _____

RESIDENT AGENT: _____

RESIDENT AGENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

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 Twp limits, to be responsible for the above listed property and to receive all official notices for the purpose of Rental Housing Certification.

	_____		_____
	Owner's Signature		Designated Agent's Signature
	_____		_____
	Printed Name		Printed Name
	_____		_____
	Date		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.

 _____ Date _____

Owner's Signature

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