

# RENTAL HOUSING REGISTRATION APPLICATION

CITY OF SYLVAN LAKE  
1820 INVERNESS  
SYLVAN LAKE MI 48320

APPLICANT TO COMPLETE ALL ITEMS IN SECTION 1, 2, 3, 4, 5  
A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH RENTAL STRUCTURE

## 1. APPLICANT INFORMATION

NAME

ADDRESS

PHONE

## 2. PROPERTY OWNERS INFORMATION

NAME (S)

ADDRESS

PHONE

## 3. LOCAL AGENT INFORMATION

NAME (S)

ADDRESS

PHONE

## 4. ADDRESS OF THIS RESIDENTIAL RENTAL UNIT STRUCTURE

STREET & NUMBER

## 5. HOW MANY RESIDENTIAL RENTAL UNITS IN THIS STRUCTURE

## 6. WHAT PERCENTAGE IS RENTED

**7. WHAT PERCENTAGE IS LIVED-IN BY OWNER**

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**NOTE:**

A post office box will not be accepted as a legal address. However, a post office box may be accepted as a mailing address for legal correspondence upon written request of the property owner provided a legal street address is maintained on file with the City. The owner shall be responsible for notifying the City of any change of address of either the owner or the responsible local agent.

_____	_____	_____
Signature of Applicant(s)	Print Name(s)	Date

_____	_____	_____
Signature of Applicant(s)	Print Name(s)	Date

*If applicant is not owner then authorization is required from owner appointing responsible local agent. Both signatures are required.*

_____	_____	_____
Owner's Signature	Print Name(s)	Date

_____	_____	_____
Responsible Local Agent	Print Name(s)	Date

**NOTE:**

A \$25.00 registration fee for each rental structure shall be if paid within 90 days.  
A **\$50.00** registration fee for each rental structure shall be if paid **after 90 days**