

General Information

DEFINITIONS

1. **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).
2. **Local agent.** An individual or company representing the owner having a place of residence or business within the county or within 40 miles of the city 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. A local agent is required if:
 - a) The owner resides outside of the county more than 40 miles from the city.
 - b) The owner resides outside the county more than 40 miles from the city for more than 90 days each calendar year.
3. **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:

1. Within 90 days of the effective date of this article all buildings containing residential rental dwelling units within the corporate limits of the city shall be registered
2. Newly constructed residential rental dwelling buildings or units shall be registered prior to the issuance of a final certificate of occupancy.
3. A residential rental dwelling/building/unit sold, transferred or conveyed shall be re-registered by the new owner within 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.
4. Any non-rental residential dwelling unit converted to a residential rental dwelling unit shall be registered prior to the date it is occupied for rental purposes.

REGISTRATION INFORMATION

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

1. Owner's name, address, phone number, fax number and e-mail address (optional).
2. Local agent's (if applicable) name, address, phone number, fax number and e-mail address (optional).
3. Address of each building owned (fee simple or land contract) by the registrant containing residential rental dwelling unit(s) (includes multi-unit building in which the owner lives).
4. The number and identifying address of each residential rental dwelling unit for buildings containing more than one dwelling unit.
5. 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 shall be provided in writing to City Hall.

FEES

There shall be no fee for the registration, re-registration or updating of registration information within the allotted time periods. If a residential rental dwelling unit is not registered within the time period specified herein, then a late fee of \$50 per dwelling unit, to be paid by the owner, shall be applied.

PENALTY FOR FAILURE TO COMPLY

1. Failure to register a residential rental dwelling unit within the applicable time period shall constitute a municipal civil infraction punishable by a fine of not more than \$500.00. Each day a violation is committed shall constitute a separate offense. The City Manager, City Police, or the duly authorized representative of either are authorized to issue citations for violations.
2. The submission of false information on a residential rental dwelling unit registration form shall constitute a municipal civil infraction punishable by a fine of not more than \$500.00. Each day a violation is committed shall constitute a separate offense. The City Manager, City Police, or the duly authorized representative of either are authorized to issue citations for violations.