

CHARTER TOWNSHIP OF BEDFORD
115 S. ULDRIS DRIVE, BATTLE CREEK, MI 49037

RENTAL REGISTRATION FORM

This form is to be completed by the property owner or the responsible local agent for each address or complex.

DWELLING DATA

REGISTRATION OF RENTAL DWELLING REQUIRED

All rental dwellings shall be registered with the Township. If the owner does not reside within 30 miles of the Township, he shall designate a responsible local agent, having his place of residence within 30 miles of the rental dwelling, who shall be legally responsible for operating such dwelling in compliance with the Charter Township of Bedford Rental Code Ordinance.

The registration must be accompanied by a fee of \$100; \$400 if submitted after the registration deadline.

1. Address of the dwelling _____
2. Total number of dwelling units in the building _____
3. Total number of rental units in the building _____
4. Total number of rooming units _____
5. Total number of roomers _____
6. Total number of hotel units _____
7. Apartment number of owner/manager or responsible agent _____
8. Apartment numbers of any vacant units _____

OWNER OR RESPONSIBLE LOCAL AGENT INFORMATION

1. Owner or responsible agent name _____
2. Owner or responsible agent date of birth _____
3. Address of owner/agent _____

4. Phone number (Owner/agent) _____
5. Address where owner/agent will accept notices _____

6. Phone number where owner/agent will accept housing calls _____

Signature of owner/agent

Date

MANAGER DESIGNATED BY THE OWNER OR RESPONSIBLE LOCAL AGENT

1. Name _____
2. Date of Birth _____
3. Residence _____
4. Address where manager will accept notices _____
5. Phone number where manager will accept housing calls _____

PROVIDING INFORMATION

No responsible party shall provide inaccurate or incomplete information for the registration of rental dwellings or rooming dwellings, or fail to provide information required by the Township Code Compliance Division. In cases in which the responsible party is a corporation, the information required for the registration shall be provided for the organization owning the rental dwelling or rooming unit and for the president, general manager, or other chief executive officer of the organization. Where more than one person has an ownership interest, the required information shall be provided for each person.

CHANGE IN REGISTRATION INFORMATION

If any change occurs in the required registration information, the responsible party shall file an amended registration form with the Charter Township of Bedford, Building and Zoning Department within 14 days of the change.

RETURN REGISTRATION AND REMITTANCE TO:

**Charter Township of Bedford
Building & Zoning Department
115 S. Uldriks Drive
Battle Creek, MI 49037**

All registration forms must be received by January 31 of each year.