

August 6, 2014

Lansing Township Property Owner/Manager:

This letter is to inform you that on July 1, 2014 the Charter Township of Lansing adopted the "Registration and Inspection of Residential Rental Property" Ordinance. Under this Ordinance all rental properties are required to be registered and inspected by Township officials at least once every three (3) years. The purpose of the Ordinance includes ensuring that all rental properties within the township are safely maintained and to ensure that accurate landlord contact information is maintained.

This letter is being sent to all owners and /or property managers of non-homestead properties within Lansing Township. Non-homestead properties are residential properties that have been identified by the Assessing Department as a possible rental property. If you do not have rental property in Lansing Township and have been incorrectly identified as a rental property owner/ manager, please return the attached affidavit immediately so that your property can be removed from the rental database.

A "Rental unit" is defined as "a particular living quarters within a dwelling, including living quarters within an owner occupied dwelling, that are intended for occupancy by a person other than the owner and the family of the owner, including mobile homes, single family homes, apartments, hotel/motel units, rooming units, and for which a remuneration or consideration of any kind is paid." If your property is being utilized as a rental unit, please find the attached guidelines to help prepare your property to be inspected.

Beginning August 6, 2014, all properties in the rental database will be mailed a packet that will contain the registration form, guidelines, and a registration invoice with dates by which the form and fees will be due. Registration fees will be due at the time of registration. The adopted Ordinance and fee schedule are available on the Township website www.lansingtownship.org:

New Registration Fee:	\$300
Per Unit Fee:	\$30
License Renewal Fee:	\$300
Late Application Fee:	\$55 + Civil Infraction Fee
All Trades Fee (includes 1 re-inspection):	\$65/Inspector
Re-inspection after 1 st re-inspection	\$55
No Show Fee	\$55
Unregistered Rental Investigation Fee	\$100/building

Once received, a registration is effective for a period of three years. A failure to register constitutes a municipal civil infraction, and is punishable by fines, costs, and additional civil penalties.

If you have any questions regarding the registration of rental properties, inspections, or the Ordinance, please contact the building department at (517) 485-3510.

Respectfully,

Daniel L. Richards
Code Enforcement Officer
Charter Township of Lansing
517-485-3510

APPLICATION FOR REGISTRATION OF RENTAL PROPERTY

Charter Township of Lansing

3209 W. Michigan Ave. Lansing, Michigan 48917

(517) 485-3510

THIS APPLICATION IS 2 SIDED, ALL INFORMATION MUST BE COMPLETED

1) New Registration Registration Renewal Change in Owner / Property Manager

2) OWNER INFORMATION

Name: _____ Business Name: _____
Mailing Address: _____ City: _____ State: _____ ZIP _____
Phone Numbers: DAY _____ EVENING _____ MOBILE _____
EMERGENCY _____ FAX _____

3) PROPERTY MANAGEMENT INFORMATION

Name: _____ Business Name: _____
Mailing Address: _____ City: _____ State: _____ ZIP _____
Phone Numbers: DAY _____ EVENING _____ MOBILE _____
EMERGENCY _____ FAX _____

4) RENTAL PROPERTY INFORMATION IF THERE IS MORE THAN ONE ADDRESS OR PARCEL NUMBER FOR THIS APPLICATION, SEE THE BACK OF THIS FORM

Property Address: _____ Parcel Tax ID Number: _____
TYPE (circle one) SINGLE-FAMILY DUPLEX (TWO FAMILY) 3 OR MORE UNITS (MULTI-FAMILY)

IF MULTI UNIT BUILDING -COMPLETE THE FOLLOWING:

1) How Many Buildings in Complex? _____ 2) How Many Units in Each Building? _____
3) Name of Complex? _____ 4) Are Any Units Owner-Occupied? _____

4a) THE FOLLOWING MUST BE COMPLETED FOR EACH SEPERATE RENTAL UNIT

Please see the back of this application for additional Unit breakdown forms

UNIT #1:	Number of Bedrooms? _____	UNIT #2:	Number of Bedrooms? _____
Living Room Sq. Footage _____	BR#1 Sq. Footage _____	Living Room Sq. Footage _____	BR #1 Sq. Footage _____
Kitchen Sq. Footage _____	BR #2 Sq. Footage _____	Kitchen Sq. Footage _____	BR #2 Sq. Footage _____
Dining Room Sq. Footage _____	BR #3 Sq. Footage _____	Dining Room Sq. Footage _____	BR #3 Sq. Footage _____

APPLICANT AFFIDAVIT:

I hereby attest to the truth and accuracy of the information contained in this application and grant the Charter Township of Lansing permission to conduct any and all inspections required and affirm that all tenant of the subject property will be informed of required and scheduled inspections. Furthermore, all leases executed after this date shall contain a provision requiring the lessee to consent to inspection upon notice as provided in section 104 of Ordinance 73.

Signature of Owner/Agent: _____

Date: _____

Office Use Only: Zoning _____ Date Received: _____
Total Number of Units: _____ Total Number of Parcels: _____ TOTAL FEE: _____
Date Fee Paid: _____ Receipt Number: _____ Posted as Rental? _____

APPLICATION FOR REGISTRATION OF RENTAL PROPERTY

Charter Township of Lansing

3209 W. Michigan Ave. Lansing, Michigan 48917

(517) 485-3510

THIS APPLICATION IS 2 SIDED, ALL INFORMATION MUST BE COMPLETED

If the building has more than one type of layout for the rental units, please complete this information for each separate type of unit layout.

LAYOUT TYPE #1: Number of Bedrooms? _____

Living Room Sq. Footage _____ BR#1 Sq. Footage _____

Kitchen Sq. Footage _____ BR #2 Sq. Footage _____

Dining Room Sq. Footage _____ BR #3 Sq. Footage _____

LAYOUT TYPE #2: Number of Bedrooms? _____

Living Room Sq. Footage _____ BR #1 Sq. Footage _____

Kitchen Sq. Footage _____ BR #2 Sq. Footage _____

Dining Room Sq. Footage _____ BR #3 Sq. Footage _____

LAYOUT TYPE #3: Number of Bedrooms? _____

Living Room Sq. Footage _____ BR#1 Sq. Footage _____

Kitchen Sq. Footage _____ BR #2 Sq. Footage _____

Dining Room Sq. Footage _____ BR #3 Sq. Footage _____

LAYOUT TYPE #4: Number of Bedrooms? _____

Living Room Sq. Footage _____ BR #1 Sq. Footage _____

Kitchen Sq. Footage _____ BR #2 Sq. Footage _____

Dining Room Sq. Footage _____ BR #3 Sq. Footage _____

If there is more than one address OR parcel number for each building, you must indicate below. This information is required to register a rental property.

Additional Addresses:

Additional Parcel Numbers:

* Parking Plan Diagram and/or current site plan for verification of compliance with off street parking requirements to be included with this application for the application to be complete.