

# RENTAL REGISTRATION APPLICATION

City of Coldwater  
Rental Housing Ordinance, Chapter 1482  
*Ordinance available at [www.coldwater.org](http://www.coldwater.org)*

Rental Property Address \_\_\_\_\_

Number of Units \_\_\_\_\_  
\_\_\_\_\_

- New Rental
- Renewal
- Transfer of Owner

## RESPONSIBLE LOCAL AGENT

The responsible local agent appointed shall be legally responsible for operating this registered rental unit in compliance and for providing access to property for inspection. It is acceptable for the responsible local agent and property owner to be the same.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

## OWNER INFO

(If different than Responsible Local Agent)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

I have received a copy of the rental ordinance and understand my responsibilities as the responsible agent and/or property owner (if different) for the above rental property address. I acknowledge that this registration expires 2 years from the date of the first scheduled inspection. In the event of transfer of ownership, an affidavit will be filed within 10 days of the sale terminating this agreement (1482.03C).

\_\_\_\_\_  
*Responsible Local Agent's Signature (required)*

\_\_\_\_\_  
*Owner's Signature (required)*

\_\_\_\_\_  
*Date of Application*

### DEPARTMENT USE ONLY

- \_\_\_ Assessing
- \_\_\_ Utilities \_\_\_ Landlord #
- \_\_\_ Fee BS&A \_\_\_ Fee Civic
- \_\_\_ Owner verified

**\*Please sign and return to Neighborhood Services, One Grand Street, Coldwater, MI 49036\***