



**Waterford Township  
Development Services**  
5200 Civic Center Dr  
Waterford, MI 48329  
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[www.waterfordmi.gov](http://www.waterfordmi.gov)

# REGISTRATION OF RENTAL PROPERTY

REGISTRATION #

<b>RENTAL PROPERTY ADDRESS:</b>		
<b>PARCEL ID#:</b>		
<b>BUILDING NUMBER:</b>		
<b>ZONING DISTRICT:</b>		
<b>NUMBER OF DWELLING UNITS:</b>	<b>(ATTACH SEPARATE SHEET WITH ADDRESSES OF EACH UNIT)</b>	
<b>NUMBER OF RENTAL UNITS:</b>	<b>(IF DIFFERENT)</b>	
<b>REGISTRATION FEE:</b>	<b>\$12.00 PER BUILDING ; \$2.00 each additional unit</b>	<b>FEE DUE:</b>

<b>PROPERTY OWNER :</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	
<b>EMAIL:</b>		
<b>DRIVERS LICENSE/E.I.N. #:</b>	<b>DATE OF BIRTH:</b>	

<b>LOCAL AGENT NAME:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	
<b>EMAIL:</b>		
<b>DRIVERS LICENSE/E.I.N. #:</b>	<b>DATE OF BIRTH:</b>	

### **Waterford Township Code of Ordinance, Sec. 4-243. Registration required.**

The owner of any residential rental structure or residential rental unit shall register each residential rental structure and all residential rental units contained within the residential rental structure with the Township and shall designate a person, as defined in section 4-244, as the responsible local agent who shall be legally responsible for operating the registered residential rental structure or residential rental unit and shall also be responsible for providing access to such premises for making the inspections necessary to insure compliance with the terms of this ordinance and all applicable Codes and Ordinances adopted by the Charter Township of Waterford. A "certification" shall not be issued unless an applicant complies with the registration provisions of this ordinance.

**Rental properties must be re-registered when ownership is transferred.**

Print Name

Signature

Date