



City of
MUSKEGON HEIGHTS

2724 Peck Street
Muskegon Heights, Michigan 49444

Phone (231) 733-8860
Fax (231) 733-8867

DEPARTMENT OF INSPECTIONS

RENTAL REGISTRATION NOTICE 2020

FEBRUARY 26, 2020

ATTENTION PROPERTY OWNERS/MANAGEMENT COMPANIES:

IN AN EFFORT TO STANDARDIZE DATES ACROSS THE COMMUNITY, ALL SUBSEQUENT RENTAL REGISTRATIONS WILL RENEW EACH YEAR ON FEBRUARY 1. ANY **REGISTRATION RENEWALS** RECEIVED AFTER FEBRUARY 1, 2020, WILL BE RENEWED AT THE NEW AMOUNT OF **\$75.00**.

EFFECTIVE FEBRUARY 1, 2020, ALL **NEW RENTAL REGISTRATIONS** ARE DUE ANNUALLY IN THE AMOUNT OF **\$75.00**.

FAILURE TO RENEW BY MARCH 5TH OF EACH YEAR WILL RESULT IN A MUNICIPAL CIVIL INFRACTION IN THE AMOUNT OF **\$250.00**. FURTHERMORE, A **\$100.00** PENALTY WILL BE APPLIED TO THE REGISTRATION RENEWAL APPLICATION.

ANY PRORATE CREDITS FOR RENEWAL ANNIVERSARY DATES THAT FALL AFTER FEBRUARY 1, 2020, WILL BE **APPLIED TO THE FEBRUARY 1, 2021** RENEWAL APPLICATION (SEE BOTTOM FOR INFORMATION ON CALCULATING YOUR CREDIT AGAINST YOUR 2021 RENEWAL APPLICATION).

PLEASE GOVERN YOURSELVES ACCORDINGLY TO AVOID PENALTIES AND FINES!

WE LOOK FORWARD TO YOUR CONTINUED COOPERATION AND COLLABORATION AS WE WORK TO PROVIDE YOU AND OTHER STAKEHOLDERS IN OUR BEAUTIFUL COMMUNITY IMPROVED SERVICES A QUALITY OF LIFE.

WE ARE REACHING NEW HEIGHTS!

EACH DAY WE SET OUR SIGHTS ON THE NEW HEIGHTS!

PRORATE CALCULATION

IF YOUR PREVIOUS RENEWAL ANNIVERSARY DATE WOULD OCCUR BETWEEN FEBRUARY 1, 2020 TO JANUARY 1, 2021, YOU WILL RECEIVE A CREDIT ON YOUR 2021 RENEWAL AT A RATE OF \$3.75 PER MONTH FOR EACH MONTH AFTER FEBRUARY 1, 2020 UP TO THE DATE OF YOUR PREVIOUS RENEWAL ANNIVERSARY.



CITY OF MUSKEGON HEIGHTS
 ANNUAL RENTAL REGISTRATION APPLICATION
 2724 PECK STREET, MUSKEGON HEIGHTS, MI 49444
 (231) 733-8860 FAX (231) 733-8867

PLEASE RETURN WITHIN 14 DAYS
 WITH ALL REQUIRED DOCUMENTS.
 FAILURE WILL RESULT IN A MUNICIPAL CI
\$75.00 FEE

Application is hereby made by the undersigned Owner's, or responsible local agent who has been designated by the owner(s) for registration of a rental dwelling , pursuant to Chapter 18, section 501, of the city ordinance as adopted and amended by the City of Muskegon Heights.

Date: _____ Number of dwelling units_____

Address of rental dwelling: _____ Number of bedrooms: _____

Owner(s) name: _____

(An LLC has to provide name and copy of identification)

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

DBA: _____

Business address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Local agent's name: _____ (print)

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Owner(s) or agent responsible for property (print): _____

Owner(s) or agent signature: _____

Email address _____

Date signed: _____ initials of staff member taking application _____

~~~~~Scan/copy license/ID in space below~~~~~