



# Non-Owner Occupied Residential Property Registry Application

City of Jackson  
161 W. Michigan Avenue  
Jackson, MI 49201  
(517) 788-4012  
www.cityofjackson.org

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

For Office Use Only	
CRR #	_____
Expiration Date:	_____

## Section I – Type of Registration

- Renewal – no changes (sign, and return with payment)
- Renewal – with changes (complete applicable sections, sign, and return with payment)
- New (complete application, sign, and return with payment)
- New Owner (complete application, sign, and return with payment)

## Section II – Agreement

I hereby attest that all information is true and correct to the best of my information, knowledge, and belief. I am aware that a false statement or dishonest answer may be grounds for denial of my registration, or may be punishable by law.

I further acknowledge and affirm should any information submitted on this registration form change, I will notify the Department of Neighborhood and Economic Operations within ten (10) days and submit an amended registration without cost. I further understand that failure to update information within ten (10) days is a violation of Chapter 14, Section 14-8 of the City of Jackson Code of Ordinances and will be subject to late fees and penalties provided in Chapter 2.5 of the Code.

I further acknowledge and affirm there are no unpaid fines, fees or debts relating to the property that are currently due or past due.

\_\_\_\_\_ Date

\_\_\_\_\_ Property Owner Signature

\_\_\_\_\_ Property Owner Printed Name

## Section III – Fees

- Single structure, single family unit \$40.00
- Single structure, two family unit \$50.00
- Single structure, multiple family unit \$30.00 plus \$10.00 for each unit  
\$ 30.00 + (# of Units \_\_\_\_\_ x \$10.00) \$ \_\_\_\_\_
- Multiple structures, \$30.00 for each structure plus \$10.00 for each unit in each structure  
(# of Structures \_\_\_\_\_ x \$30.00) + (# of Units \_\_\_\_\_ x \$10.00) \$ \_\_\_\_\_
- Late fees (if applicable) \$5.00 per unit per day late \$ \_\_\_\_\_

Example: Two structures with two units in each structure:

\$30.00 per structure x 2 = \$60.00

\$10.00 per unit x 4 = \$40.00

Total \$100.00

**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

**Section IV – Property Owner Information (If this information changes, please submit updated information to the Department of Neighborhood and Economic Operations within 10 days)**

**Property Owner Information:**

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

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

Mailing Address (if different): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone No. (\_\_\_\_) \_\_\_\_\_ Work Phone No. (\_\_\_\_) \_\_\_\_\_

Miles from Jackson County: \_\_\_\_\_ **If more than 75 miles outside Jackson County, designation of Responsible Local Agent is required. Please complete Section VI below.**

**Classification of Ownership:**

- Individual/Sole Proprietor   
  Personal Representative of Estate   
  Trust  
 LLC   
  Association   
  S Corporation   
  C Corporation   
  Partnership  
 Other \_\_\_\_\_

Drivers License No./State ID: \_\_\_\_\_

Tax ID or Employer ID No.: \_\_\_\_\_

Qualifying Officer Name: \_\_\_\_\_

**Section V - Property Manager (if applicable) (If this information changes, please submit updated information to the Department of Neighborhood and Economic Operations within 10 days)**

**Property Manager – Required State License(s):**

In the State of Michigan, "Property Management" is defined in the Occupational Code to be the leasing or renting, or offering to lease or rent, properties belonging to others under a property management contract. This activity is performed as a third party, for a fee.

If a company or individual is providing leasing or renting services for a property owner pursuant to a property management contract, a **real estate broker's license** IS required, from the very first leasing activity. Real estate salespersons can also perform these activities, but always under the supervision of an employing broker.

If the only activities a company is providing are lawn care, snow removal, physical building maintenance, rent collection, condominium association management (with no leasing or renting involved), a real estate or broker's license is NOT required. If the property owner, or a direct employee of the property owner, is performing the renting or leasing activity for the employer in the employer's name, a real estate or broker's license is NOT required.

**Property Manager Information:**

Company Name: \_\_\_\_\_ Main Office No. (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_

Real Estate Broker's Name: \_\_\_\_\_ License No. \_\_\_\_\_

Responsible Person Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Cell Phone No. (\_\_\_\_) \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Cell Phone No. (\_\_\_\_) \_\_\_\_\_

**Classification of Ownership:**

- Individual/Sole Proprietor   
  Personal Representative of Estate   
  Trust  
 LLC   
  Association   
  S Corporation   
  C Corporation   
  Partnership  
 Other \_\_\_\_\_

Drivers License No./State ID: \_\_\_\_\_

Tax ID or Employer ID No.: \_\_\_\_\_

**Section VI – Responsible Local Agent (if applicable) (If this information changes, please submit updated information to the Department of Neighborhood and Economic Operations)**

**Responsible Local Agent (RLA) Requirement:**

In the City of Jackson, "Responsible Local Agent" is defined in Chapter 14 of the City of Jackson Code of Ordinances, Section 14-3 as:

Responsible Local Agent means a representative of a person, corporation, partnership, firm, joint venture, trust, association, organization, or other entity having a legal or equitable interest in property who has authority to do the following:

- (1) Receive all official notices concerning housing, zoning, dangerous buildings and other ordinance violations on behalf of the owner of a non-owner occupied residential dwelling or unit, and any notice received by the responsible local agent shall be deemed to have been received by the property owner; and
- (2) Be responsible for providing access to the non-owner occupied residential dwelling or unit for any inspection necessary to ensure compliance with the terms of the City of Jackson Code of Ordinances.

A Responsible Local Agent is REQUIRED for a non-owner occupied residential dwelling or unit owned by a person or entity that resides more than seventy-five (75) miles outside of Jackson County. The property owner must designate a Responsible Local Agent who resides within seventy-five (75) miles of Jackson County; if the Responsible Local Agent is a corporation, limited liability company, partnership or other for-profit or non-profit entity, the address of the registered office or headquarters of the entity must be within seventy-five (75) miles of Jackson County

**Responsible Local Agent Information:**

**Responsible Local Agent Name:** \_\_\_\_\_

**RLA Address:** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**Home Phone:** (\_\_\_\_) \_\_\_\_\_ **Cell Phone No.** (\_\_\_\_) \_\_\_\_\_ **Work Phone No.** (\_\_\_\_) \_\_\_\_\_

I understand and accept responsibility to serve as the Responsible Local Agent as defined above.

\_\_\_\_\_  
Responsible Local Agent Signature

\_\_\_\_\_  
Date

**Section VII – Property Information**

**Structure Information:**

**Type of Dwelling:**  Single Family  Duplex  Multiple Family  Boarding/Rooming House  Dormitory  
 Hotel  Other (list type) \_\_\_\_\_

**Number of Levels** \_\_\_\_\_ **Basement:**  Yes  No

**Total Number of Dwelling Units** \_\_\_\_\_ **Number of Owner-Occupied Units** \_\_\_\_\_

**Number of Off Street Parking Spaces** \_\_\_\_\_

**Heating System:**  Electric  Gas  Oil  Propane  Other \_\_\_\_\_

**Number of furnaces/boilers** \_\_\_\_\_ **Air Conditioning:**  Window Unit(s)  Central  None

**Water Heating System:**  Electric  Gas  Oil  Propane  Other \_\_\_\_\_ **Number of water heaters** \_\_\_\_\_

**Number of electric meters** \_\_\_\_\_ **Number of electric panels** \_\_\_\_\_ **Number gas meters** \_\_\_\_\_

**Sewage System:**  Public  Private **Water Source:**  Public  Private

**Dwelling Unit Information:**

**Structure Number** \_\_\_\_\_ **Unit Number** \_\_\_\_\_

**Occupied**  Yes  No **Vacant for** \_\_\_\_\_ months

**Number of Kitchens** \_\_\_\_\_ **Number of Bedrooms** \_\_\_\_\_

**Number of Bathrooms** \_\_\_\_\_ **Number of smoke detectors** \_\_\_\_\_

Complete all appropriate information in section VIII for each additional structure and/or unit.

### Section VIII – Structure/Dwelling Unit Information

Please complete the structure or dwelling unit information for each additional structure or dwelling unit. Provide additional pages if needed.

#### Structure Information:

Type of Dwelling:  Single Family  Duplex  Multiple Family  Boarding/Rooming House  Dormitory  
 Hotel  Other (list type) \_\_\_\_\_

Number of Levels \_\_\_\_\_ Basement:  Yes  No

Total Number of Dwelling Units \_\_\_\_\_ Number of Owner-Occupied Units \_\_\_\_\_

Number of Off Street Parking Spaces \_\_\_\_\_

Heating System:  Electric  Gas  Oil  Propane  Other \_\_\_\_\_

Number of furnaces/boilers \_\_\_\_\_ Air Conditioning:  Window Unit(s)  Central  None

Water Heating System:  Electric  Gas  Oil  Propane  Other \_\_\_\_\_ Number of water heaters \_\_\_\_\_

Number of electric meters \_\_\_\_\_ Number of electric panels \_\_\_\_\_ Number gas meters \_\_\_\_\_

Sewage System:  Public  Private Water Source:  Public  Private

#### Dwelling Unit Information:

Structure Number \_\_\_\_\_ Unit Number \_\_\_\_\_

Occupied  Yes  No Vacant for \_\_\_\_\_ months

Number of Kitchens \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

Number of Bathrooms \_\_\_\_\_ Number of smoke detectors \_\_\_\_\_

#### Structure Information:

Type of Dwelling:  Single Family  Duplex  Multiple Family  Boarding/Rooming House  Dormitory  
 Hotel  Other (list type) \_\_\_\_\_

Number of Levels \_\_\_\_\_ Basement:  Yes  No

Total Number of Dwelling Units \_\_\_\_\_ Number of Owner-Occupied Units \_\_\_\_\_

Number of Off Street Parking Spaces \_\_\_\_\_

Heating System:  Electric  Gas  Oil  Propane  Other \_\_\_\_\_

Number of furnaces/boilers \_\_\_\_\_ Air Conditioning:  Window Unit(s)  Central  None

Water Heating System:  Electric  Gas  Oil  Propane  Other \_\_\_\_\_ Number of water heaters \_\_\_\_\_

Number of electric meters \_\_\_\_\_ Number of electric panels \_\_\_\_\_ Number gas meters \_\_\_\_\_

Sewage System:  Public  Private Water Source:  Public  Private

#### Dwelling Unit Information:

Structure Number \_\_\_\_\_ Unit Number \_\_\_\_\_

Occupied  Yes  No Vacant for \_\_\_\_\_ months

Number of Kitchens \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

Number of Bathrooms \_\_\_\_\_ Number of smoke detectors \_\_\_\_\_

## FOR OFFICE USE ONLY

PIN: \_\_\_\_\_ Ward \_\_\_\_\_ Zoning \_\_\_\_\_ Non-Conforming Use?  Yes  No

Property checked for current or past due water/sewer bills, mowing, cleanup, weed or debris removal, and penalties or debts of any sort arising from provisions of the housing code, including any blight violations.

City Clerk       No Outstanding Bills       Bills to Pay Before Issuing

City Treasurer       No Outstanding Bills       Bills to Pay Before Issuing

Outstanding Bill	Amount

Homeowner Permits – any unpaid failed/additional inspections fees?  Yes  No

Open Notice to Vacate?  Yes  No      Open Condemnation?  Yes  No

Open Blight Citations?  Yes  No      Open AHB Action?  Yes  No  
(garbage, vehicles, trees)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title