

**Non-Owner Occupied Residential Property Registry
 Special Renewal Applications for Certificates Expiring June 30, 2019**

Special Renewal Fees Calculate by entering number of structures and units

No.	Type		Amount	=	\$
_____	Structures	x	\$30 each	=	\$ _____
_____	Units	x	\$10 each	=	\$ _____
Late fees (if applicable)					
_____	Days Late	x	\$5 ea day	=	\$ _____
Total:					\$ _____

Make checks payable to City of Jackson

For Office Use Only	
License #	_____
Expiration Date:	June 30, 2022

Date: _____

Section I – Type of Registration

- New Change in: Property Owner information
 Renewal Local Resident Agent information

Section II – Property/Dwelling Unit Information

Property Information:		
Address: _____		
Dwelling Unit Information:		
Type of Dwelling: <input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Multiple Family <input type="checkbox"/> Boarding/Rooming House <input type="checkbox"/> Other (list type) _____		
Total No. of Dwelling Units	_____	No. of Owner-Occupied Units
Heating System:	<input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Propane <input type="checkbox"/> Other _____	
No. of furnaces/boilers	_____	Air Conditioning: <input type="checkbox"/> Window Unit(s) <input type="checkbox"/> Central <input type="checkbox"/> None
Water Heating System:	<input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Propane <input type="checkbox"/> Other _____	No. of water heaters
No. of electric meters	_____	No. of electric panels
		No. of gas meters

Section III – Property Owner’s Information

Property Owner’s Information:	
Property Owner Name: _____	Home Phone: (_____) _____
E-mail Address: _____	Cell Phone No. (_____) _____
Classification of Ownership:	Work Phone No. (_____) _____
<input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Personal Representative of Estate <input type="checkbox"/> Trust	Drivers License No/State ID: _____
<input type="checkbox"/> LLC <input type="checkbox"/> Association <input type="checkbox"/> S Corporation <input type="checkbox"/> C Corporation <input type="checkbox"/> Partnership	Tax ID or Employer ID No: _____
<input type="checkbox"/> Other _____	Qualifying Officer Name: _____
Property Owner Address	
Physical Address: _____	
Mailing Address (if different): _____	
Miles from Jackson County: _____	<i>If more than 75 miles outside Jackson County, designation of Responsible Local Agent is required. Please complete Section V below.</i>

Section IV – Dwelling Unit Information

Please complete for each dwelling unit at the property address. Fill out additional pages as needed.

Structure No. _____	Unit No. _____	Currently Occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Bedrooms _____		If not occupied, how long vacant?
No. of Kitchens _____	No. of Bathrooms _____	_____ Months
No. of smoke detectors _____	Type of smoke detectors: <input type="checkbox"/> Battery <input type="checkbox"/> Hard wired & battery backed	

Structure No. _____	Unit No. _____	Currently Occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Bedrooms _____		If not occupied, how long vacant?
No. of Kitchens _____	No. of Bathrooms _____	_____ Months
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Section V – Property Manager (if applicable)

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 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 license is NOT required.

Property Manager Information:

Company Name: _____

Main Office 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: _____

Address: _____

Fax No. (_____)

Real Estate Broker's Name: _____

License No.

Responsible Person Name: _____

Cell Phone No. (_____)

Emergency Contact Name: _____

E-mail address:

Cell Phone No. (_____)

Section VI – Responsible Local Agent (if applicable):

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.

Does the property owner reside more than 75 miles outside Jackson County? Yes (RLA required) No

Responsible Local Agent Information:

Responsible Local Agent Name: _____

Telephone No. (_____)

RLA Address: _____

Cell Phone No. (_____)

E-mail Address _____

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 – Agreement

I hereby attest the above 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 & 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.

Date

Property Owner Signature

Property Owner Printed Name

FOR OFFICE USE ONLY

PIN: _____ Ward _____ Zoning _____ Non-Conforming Use? Yes No

Is property condemned? Yes No If **yes**, do not process registration.

Date Received (or Postmark Date): _____

Action	Initials	Date
<input type="checkbox"/> Registration entered in BS&A	_____	_____
<input type="checkbox"/> Owner information double checked/updated	_____	_____
<input type="checkbox"/> Property Manager information double checked/updated	_____	_____
<input type="checkbox"/> RLA information, including determination whether an RLA is required, double checked	_____	_____
<input type="checkbox"/> Application scanned to BS&A	_____	_____