



Non-Owner Occupied Residential Property Registry Application

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

Fees Calculate by entering number of structures and units

Table with columns: No., Type, Amount. Rows for Structures (\$30 each), Units (\$10 each), Late fees (\$5 ea day), and Total.

Make checks payable to City of Jackson

For Office Use Only. License #, Expiration Date.

Date:

Section I - Type of Registration

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

Section II - Property Information

Property Information:

Address:

Dwelling Information:

Type of Dwelling: Single Family, Duplex, Multiple Family, Boarding/Rooming House, Dormitory, Hotel, Other.
Year Built, No. of Levels, Basement.
Total No. of Dwelling Units, No. of Owner-Occupied Units.
No. of Off Street Parking Spaces.
Heating System: Electric, Gas, Oil, Propane, Other.
No. of furnaces/boilers, Air Conditioning: Window Unit(s), Central, None.
Water Heating System: Electric, Gas, Oil, Propane, Other. No. of water heaters.
No. of electric meters, No. of electric panels, No. gas meters.
Sewage System: Public, Private. Water Source: Public, Private.

Section III - Property Owner's Information

Property Owner's Information:

Property Owner Name: Home Phone: ()

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

Work Phone No. ()

Drivers License No./State ID:

Tax ID or Employer ID No.:

Qualifying Officer Name:

Property Owner Address

Physical Address:

Mailing Address (if different):

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

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? _____ months
No. of Kitchens _____	No. of Bathrooms _____	
No. of smoke detectors _____	Type of smoke detectors: <input type="checkbox"/> Battery <input type="checkbox"/> Hard wired & battery backed	
No. of Off Street Parking Spaces for this Unit _____		

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

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

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

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

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

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 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. (____)** _____

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. (____)** _____

E-mail address: _____

Emergency Contact Name: _____ **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 Community Development 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

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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