

# **Neighborhood & Economic Operations**

161 W. Michigan Ave. • Jackson, MI 49201 Phone: (517) 788-4060, (517) 788-4012 • Facsimile: (866) 971-2151

## Non-Owner Occupied Residential Property Registry Application

Fees Calcu	ulate by entering i	number of structures	s and units	For Office Use Only		
No.	Туре	Amount		·		
	Structures	x \$30 each	= \$	CRR #		
	Units	x \$10 each	= \$	Expiration Date:		
Late fe	ees (if applicable)			<u> </u>		
	Days Late	χ \$5/unit/day	= \$			
Late fees	s = \$5 per unit for	Total:	\$			
euch uu,	y lute	Make checks p	ayable to City of Jackson	Date:		
☐ Ne	- Type of Reg ew Cha enewal I - Property In	ange in: Prop	erty Owner information I Resident Agent information			
	Information:					
Property	iniormation.					
Addres	s:			_		
Dwelling	Information:					
Type of	· · · =	• •	uplex	•		
Total N	No. of Dwelling	Units	No. of Owner-Occupied Units	5		
Heating	g System: 🗌 Elect	tric 🗌 Gas 🔲 Oi	I Propane Other			
No. of 1	furnaces/boilers		Air Conditioning:			
			☐ Oil ☐ Propane ☐ Other			
140. 01 4			No. of electric pariets			
Section II	II – Property C	Owner's Informat	tion			
Property	Owner's Info	rmation:				
Property O	wner Name:			Home Phone: ()		
E-mail	l Address:			Cell Phone No. ()		
	tion of Ownersh			Work Phone No. ()		
☐ Individual/Sole Proprietor ☐ Personal Representative of Estate ☐ Trust				Drivers License No./State ID:		
LLC	C Associatio	on S Corporat	ion C Corporation Partnership	Tax ID or Employer ID No.:		
Quali	fying Officer Na	ame:				
Property (	Owner Address					
Physic	cal Address:					
Mailin	ng Address (if diffe	erent):				
Miles	from Jackson Cou	unty:	If more than 75 miles outside Jackson ( required. Please complete Section VI b	County, designation of Responsible Local Agent is elow.		

## 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? Yes No
No. of Bedrooms		If not occupi	ed, how long vacant? months
No. of Kitchens	No. of Bathrooms		
No. of smoke detectors	Type of smoke detectors:	Battery	☐ Hard wired & battery backed
Structure No	Unit No.		Currently Occupied? Yes No
No. of Bedrooms		If not occupi	ed, how long vacant? months
No. of Kitchens	No. of Bathrooms		
No. of smoke detectors	Type of smoke detectors:	Battery	Hard wired & battery backed
Structure No.	Unit No.		Currently Occupied? Yes No
No. of Bedrooms		If not occupi	ed, how long vacant? months
No. of Kitchens	No. of Bathrooms		
No. of smoke detectors	Type of smoke detectors:	Battery	Hard wired & battery backed
Structure No.	Unit No.		Currently Occupied?  Yes  No
No. of Bedrooms		If not occupi	ed, how long vacant? months
No. of Kitchens	No. of Bathrooms		
No. of smoke detectors	Type of smoke detectors:	Battery	Hard wired & battery backed
Structure No	Unit No.		Currently Occupied?  Yes  No
No. of Bedrooms		If not occupi	ed, how long vacant? months
No. of Kitchens	No. of Bathrooms		
No. of smoke detectors	Type of smoke detectors:	Battery	Hard wired & battery backed
Structure No.	Unit No.		Currently Occupied? Yes No
No. of Bedrooms		If not occupi	ed, how long vacant? months
No. of Kitchens	No. of Bathrooms		_
No. of smoke detectors	Type of smoke detectors:	Battery	Hard wired & battery backed
Structure No.	Unit No.		Currently Occupied? Yes No
No. of Bedrooms		-	ed, how long vacant? months
No. of Kitchens	No. of Bathrooms		
No. of smoke detectors	Type of smoke detectors:	Battery	Hard wired & battery backed
Shurrahuma Na	11.2.8.81.		
Structure No.	Unit No.		Currently Occupied? Yes No
No. of Bedrooms			ed, how long vacant? months
No. of Kitchens	No. of Bathrooms	_	
No. of smoke detectors	Type of smoke detectors:	Battery	Hard wired & battery backed

### 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:** Main Office No. ( ) Company Name: Classification of Ownership: **Drivers License No./State ID:** Individual/Sole Proprietor Personal Representative of Estate Trust LLC Association S Corporation C Corporation Partnership Tax ID or Employer ID No.: Other \_\_\_\_\_ Fax No. (\_\_\_\_\_) \_\_\_\_ Address: Real Estate Broker's Name: \_\_\_\_\_ License No. Cell Phone No. ( Responsible Person Name: E-mail address: Cell Phone No. (\_\_\_\_\_) Emergency Contact Name:

#### 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 Ag	gent 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 Pr	Property Owner Printed Name			
	I	FOR OFFICE USE ONLY				
PIN:	Ward	Zoning	Non-Conformin	ng Use? 🗌 Yes 🔲 No		
property condemned?	Yes No If <b>yes</b> , do	not process registration.				
ate Received (or Postma	rk Date):					
Action  Registration entered in BS	:&A		Initials	Date		
Owner information double						
Property Manager inform	ation double checked/updated					
RLA information, including	g determination whether an RL	A is required, double checked				
Annlication scanned to BS	9. Λ					