



Inspections Department

Building Official

PORT OF OPPORTUNITIES

RENTAL REGISTRATION APPLICATION MULTIPLE PROPERTIES

*The following information is required before your rental property (ies) can be officially registered with the City of Benton Harbor Inspection Department. All rental units/properties must be registered with the City of Benton Harbor **prior to July 01, of each year.***

The owner must indicate a valid physical mailing address. If you are purchasing this property through an unregistered land contract, you are not the legal owner of this property! If the owner resides out of state, a local agent must be identified.

OWNER INFORMATION ONLY (Required):

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone#: () _____ - _____ Soc Security #: (last 4-digits) _____ D.O.B. ____ - ____ - ____

Driver License #: _____ - _____ - _____ Email _____

Mailing address, if different than above: _____

List all rental properties, including property type (Single or Multiple Family). If additional room is needed list on the back.

_____ <input type="checkbox"/> S/F <input type="checkbox"/> Apt <input type="checkbox"/> Rm	_____ <input type="checkbox"/> S/F <input type="checkbox"/> Apt <input type="checkbox"/> Rm
_____ <input type="checkbox"/> S/F <input type="checkbox"/> Apt <input type="checkbox"/> Rm	_____ <input type="checkbox"/> S/F <input type="checkbox"/> Apt <input type="checkbox"/> Rm
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_____ <input type="checkbox"/> S/F <input type="checkbox"/> Apt <input type="checkbox"/> Rm	_____ <input type="checkbox"/> S/F <input type="checkbox"/> Apt <input type="checkbox"/> Rm

If you reside outside the State of Michigan, the ordinance requires that you designate in writing "the name, address, and telephone number of his agent within the State of Michigan for the receipt of the service of notice of violation under the provisions of this article" 20-168 (d)

PROPERTY MANAGER OR LOCAL AGENT INFORMATION ONLY:

Name _____ Address _____

City _____ State _____ Zip _____

Phone# () _____

Your signature acknowledges that you are registering your rental property(ies) as the **RESPONSIBLE PARTY** of the listed address(es) . I understand that I am the responsible party (owner or registered land contract owner) and I agree to adhere to the requirements of the Benton Harbor Code of Ordinances and the currently adopted version of the International Property Maintenance Code. I agree to maintain my property in accordance with all applicable codes, standards, and ordinances. I understand that the City of Benton Harbor relies on current Berrien County Register of Deeds information to determine ownership.

Owner Signature

Date