



Parcel ID # \_\_\_\_\_

# City of Roseville

29777 Gratiot  
Roseville Mi 48066

## APPLICATION FOR CERTIFICATE OF REGISTRATION (Non-Owner Occupied Housing Structure)

**Incomplete or Illegible Applications will not be accepted**

DATE \_\_\_\_\_

Rental Address \_\_\_\_\_ Number of Units \_\_\_\_\_

### Owner Information

Name (Last, First, Middle) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

### Agent Information (if applicable)

Name (Last, First, Middle) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

### Tenant Information (Use separate sheet or back of page for more than one tenant)

Name (Last, First, Middle) \_\_\_\_\_

Housing Unit Identification (Upper, Lower, A, B) \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License or ID# \_\_\_\_\_

***I hereby swear to the truth of the matters stated herein.***

Signature of Owner/Agent \_\_\_\_\_

Print Name Signed \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Application Received \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Registration Fee \$ \_\_\_\_\_ Permit Number \_\_\_\_\_

Notes: \_\_\_\_\_

**SEE REVERSE SIDE FOR FEE SCHEDULE**



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## “NON-OWNER OCCUPIED HOUSING ORDINANCE” #1096

### FEE SCHEDULE

**(Note: Registration is valid for three years)**

Single Family Residential (Initial Registration and Renewal)	\$150.00
Additional unit at same location (Single Family, Duplex)	\$50.00
Multi-Family Residential, including Apts (Initial & Renewal Reg)	\$100.00
Each Additional Unit at same location	\$50.00
Condominium (Initial and Renewal Registration)	\$100.00
Each additional unit at same location (same owner)	\$50.00

*(Note: Initial Inspection & 1<sup>st</sup> Re-Inspection are included in registration fees)*

Re-inspection due to no one at site at pre-arranged time	\$25.00
First re-inspection due to issuance of notice of violation	- 0 -
Additional Inspections	\$25.00
Transfer of Ownership	\$25.00
Appeal	\$300.00

**NOTE: PAYMENT IS EXPECTED WHEN REGISTERING.  
PLEASE ENCLOSE CHECK WITH APPLICATION.**

**SEE REVERSE SIDE FOR APPLICATION**