

## 2025 RESIDENTIAL RENTAL REGISTRATION FORM

**Registration Form *Must* Accompany Payment**

Please send registration form and fee to:

City of Grand Haven

525 Washington, Grand Haven, Michigan 49417

Email: [rentalregistration@grandhaven.org](mailto:rentalregistration@grandhaven.org)

Phone: (616) 842-3460

Date: \_\_\_\_\_

### SECTION 1 – RENTAL PROPERTY INFORMATION

Rental Property Address: \_\_\_\_\_

Number of rental units: \_\_\_\_\_ Do you reside in one of the units?: ☐ Yes ☐ No

Certified as: ☐ Long Term ☐ Short Term (Short Term requires Planning Dept. approval)

Current Certificate of Compliance Expiration Date: \_\_\_\_\_

Is this the first time you are registering this property as a rental?: ☐ Yes ☐ No

### SECTION 2 – OWNER INFORMATION

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's City/State/Zip: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Preferred method of communication for inspection notices: ☐ Owner ☐ Agent **via:** ☐ Email ☐ US Mail

### SECTION 3 – PROPERTY MANAGER OR LOCAL AGENT (Required if you live more than 60 miles outside the city limits)

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Manager/Agent Address: \_\_\_\_\_

Manager/Agent City/State/Zip: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email address: \_\_\_\_\_

### SECTION 4 – FEES (As established by City Council)

A \$50.00 late fee **per** rental unit, **per** month will be assessed if the registration form and fee is received after February 15, 2025

**Long Term:** \$115.00 **per** rental unit. **Short Term:** \$165.00 **per** rental unit.

**Initial Registration Fee:** \$525.00 **per** rental unit. Any unit being registered for the first time or upon transfer of ownership. This fee includes one inspection.

### SECTION 5 – DISCLAIMERS

By signing below, I hereby affirm that the above information is true and correct.

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

\*\*\*If you no longer own this property or it is no longer a rental unit, please note the change in the space directly below, sign and date in the above spaces, then mail the form back and we will update our records. Thank you\*\*\*

\_\_\_\_\_  
\_\_\_\_\_