



Rental Housing Registration Application

Submit to Ionia Public Safety – Attn: Rental Inspector
Address: 239 E. Adams Street, Ionia, MI 48846
Ph: (616) 523-0158 Website: www.cityofionia.org
Email: ddavis@ci.ionia.mi.us

Date of Application: _____

Application Fee: Varies - See Page 2

This form must be resubmitted whenever the owner and/or agent information changes. If ownership changes, a transfer of the registration must be submitted within 30-days. All owners should verify with the City Assessor that the owner's address is up-to-date. By signing this form, both the owner/agent acknowledge they have reviewed Chapter 858 "Renting of Residential Property" of the Codified Ordinances of the City of Ionia.

Application Type (Check one):

- New Rental Registration Address/Phone Change Agent/Owner Change

Property Information

Legal Property Address (Per Assessing Records): _____

Property Address (Including Apartment Numbers): _____

Exemption Status (If Applicable): _____ Date Property Became Rental: _____

Total Units (Include Owner Occupied/Vacant Units): _____

Short-Term Rental (Renting or leasing of a dwelling unit between 1 night and 27 nights):

Check One: Yes No

Owner Information

I acknowledge that it is my responsibility to schedule an appointment for a housing inspection and to complete all repairs necessary for the issuance of a "Certificate of Compliance" pursuant to Chapter 858 of the City Code; that it is my responsibility to schedule any necessary reinspection in order to receive the Certificate of Compliance; and that I have reviewed and understand the requirements within the Rental Registration Program outlined in Chapter 858.

Owner: _____ Date of Birth: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Owner's Signature: _____ Date: _____

Agent Information

Owners may act as their own agent if they reside in Ionia County or within a 30-mile radius of the dwelling unit; otherwise, they must designate a local agent.

Owner acting as own agent? Yes No

If the owner is not acting as own agent, the following person has been designated as agent pursuant to 858.01 (a) of the Ionia City Code, and understands that, as local agent, they are responsible for ensuring compliance with the City Code on behalf of the owner.

Agent: _____ Date of Birth: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Agent's Signature: _____ Date: _____

Fees

Registration/Renewal Fees for Rental Dwellings & Short-Term Rental (STR) Dwellings

Single Dwelling Unit	\$50.00
Duplex (Two-Dwelling Units)	\$100.00
Additional Dwelling Units (3+)	+\$25.00/additional dwelling unit

Reinspection Fees *(The initial inspection is included in the fees listed above. If a reinspection is required, see the additional fees below.)*

First Reinspection	\$50.00
Second Reinspection	\$100.00
Third Reinspection	\$150.00

Enhanced Fees *(Dwelling units found to have been operating as an unregistered rental dwelling or STR dwelling unit.)*

Dwelling Unit Operating Unregistered	+\$50.00/dwelling unit added to registration fee
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OFFICE USE ONLY

Approved or **Denied** (Circle One)

Comments: _____

Signature: _____ Date: _____

Certificate #: _____ Date of Expiration: _____