



MUSKEGON CHARTER TOWNSHIP
On behalf of the City of Norton Shores
1990 E. APPLE AVENUE
MUSKEGON, MI 49442-4293
 231-777-2555 Ext. 1131 Fax 231-777-4912



APPLICATION FOR RENTAL / NON-OWNER OCCUPIED DWELLING REGISTRATION – 2023

PROPERTY ADDRESS _____
 (For multiple properties request a form RR-1a to list all properties on and leave this blank)

NUMBER OF DWELLING UNITS _____ (Grand total of all dwelling units if using Form RR-1a)

Section 1

Property Owner Name: _____
 (If corporation or Joint Ownership, include name of principal officer and Resident Agent on reverse side)

Owner Address: _____
 City, State, Zip: _____
 Home Telephone: _____ Work Telephone: _____
 Fax Number: _____
 Email Address: _____
 Driver's License #: _____ State: _____ Date of Birth: _____

NOTE: Pursuant to Section 8-117 of the City's rental ordinance, "If the owner does not reside within a 30 mile radius of the city, he or she shall designate a responsible local agent who shall be responsible for operating such dwelling in compliance with all codes, ordinances and laws. All official notices may be served on the responsible agent, and any notice so served shall be deemed to have been served upon the owner of record.

Section 2

Local Agent Name: _____

Local Agent Address: _____
 City, State, Zip: _____
 Home Telephone: _____ Work Telephone: _____
 Fax Number: _____
 Email Address: _____
 Driver's License #: _____ State: _____ Date of Birth: _____

*** Instructions and fee schedule on reverse side**

I hereby certify that I am the owner, agent, or land contract purchaser for the stated rental property location(s). Application is hereby made for Rental Dwelling Registration(s). City of Norton Shores ordinance requires periodic inspection of rental properties and payment of all fees.

Signed: _____ Date: _____

PROPERTY OWNER INFORMATION (Additional Corporate or Joint Owner Information)

Section 3

Property Owners Name: _____

Owner Address: _____

City, State, Zip: _____

Home Telephone: _____ Work Telephone: _____

Fax Number: _____

Email Address: _____

Driver's License #: _____ State: _____ Date of Birth: _____

RESIDENT AGENT INFORMATION (Corporate Information)

Section 4

Resident Agent Name: _____

Resident Agent Address: _____

City, State, Zip: _____

Telephone: _____

Fax Number: _____

Email Address: _____

Registration Fees are calculated on each property. Not on the total units you own.

Rental Registration Fee first 5 units per building. \$35.00 per unit up to & including 5

Rental Registration Fee for units 6 or more per building. \$15 fee per unit over 5

All forms without fees or required information will be returned unaccepted and the property will not be registered. Muskegon Township is the authorized administrator for the Rental inspection program in Norton Shores.

Instructions

Section 1 is always required to be completely filled in with information pertaining to the current Owner of Record. If buying on a land contract, please provide a copy of the Land Contract with this form.

Section 2 should be completed if the owner listed in Section 1 or 3 does not reside within a 30 mile radius of the township hall or if a management company has physical control over the property.

Section 3 should be completed if there are multiple owners, partnerships or the property is corporate owned. For corporations, this should normally be the principal officers' information or the corporate holding company.

Section 4 should be completed if the owner in section 1 is a corporation. This section should then contain the Corporations Resident Agent information.

**Registration fees are payable to: Charter Township of Muskegon
1990 E. Apple Ave.
Muskegon, MI 49442-4293**

Don't forget to sign the form on Page 1 and include payment.