



Long-Term Rental Registration

Process, Instructions and Application

- **Submission of Application**

If determined to be an allowed use, complete the application with all required documents and submit to the City of New Buffalo.

- **Acceptance of Application**

City staff reviews the application and any supplemental information for completeness prior to formally accepting the application(s). **All fees must be paid at this time.**

- **Formal Acceptance of Application**

Accepted application will be forwarded to the Code Enforcement Officer for review and formal approval.

- **Rental Inspection Scheduled**

The Code Enforcement Officer shall consult with the Rental Inspector to schedule a date and time for the annual inspection of the rental unit to occur.

- **Property Inspection**

City staff will meet the owner or representative on-site at the designated date and time. The interior and exterior of the building to be rented will be inspected per the adopted International Property Maintenance Code and the requirements of the Code of Ordinances of the City of New Buffalo. At the completion of the inspection, city staff will notify the owner or representative if the property passes or fails the inspection.

- **Correction Notice Issued**

If the property does not pass the inspection, the city shall provide the owner or representative with a written list of the specific violations that will need to be corrected prior to rental of the property, issuing of a Certificate of Occupancy, and issuance of a Rental Certificate of Compliance.

- **Rental Compliance Certificate and Certificate of Occupancy issued**

Once all outstanding issues have been satisfactorily addressed, the city issues a Certificate of Occupancy, and a Rental Certificate of Compliance which is valid for one (1) year. If the property is sold or there are changes that occur, the application shall be updated within thirty (30) days of the closing or when change occurred.



Application for Long-Term Rental Registration

224 W. Buffalo Street
New Buffalo, Michigan 49117
City Hall: 269-469-1500 Facsimile: 269-469-7917
www.cityofnewbuffalo.org

CITY STAFF USE

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____	_____
Certificate Number	Fee Paid

City Staff Name & Date of Receipt	

Applicants may register online or in person at the above address. Please print legibly and all portions must be completed, as incomplete forms will be returned. Please allow ten (10) business days for processing.

PROPERTY INFORMATION

Property Address:

Property Code Number (Tax ID): 11-62- _____

Type of Property (pick only one):

Single-Family Residence Duplex Triplex Other _____

Apartment Complex

Number of Buildings _____ Number of Dwelling Units _____

Do you permanently reside in one of the dwelling units: Yes No

Unit Information (one form must be completed for each unit in a building)

Unit Number _____ Total Number of Units in Building: _____

Number of Bedrooms in Unit: _____ Number of Parking Spaces for Unit: _____

Dimensions of each bedroom: (example 11'6" x 13'9")

Bedroom #1: _____ Bedroom #3: _____

Bedroom #2: _____ Bedroom #4: _____

OWNER/CONTACT INFORMATION

Owner's Name

Owner's Mailing Address

Street Address _____ City _____ State _____ Zip Code _____

Phone Number _____ Emergency Phone Number _____

Email Address _____

Contact person for annual inspection

Owner Manager/Agent Other (please specify) _____

MANAGER INFORMATION

Manager's Name

Mailing Address

Street Address _____ City _____ State _____ Zip Code _____

Phone Number _____ Emergency Phone Number _____

Email Address _____

GENERAL INFORMATION

The signer(s) of this form does hereby state, warrant, certify and affirm the following:

- A. The information supplied to the City of New Buffalo on this document is true to the best of my knowledge;
- B. I understand and agree that all applicable fees must be paid and unit(s) pass inspection annually to continue renting this property;
- C. I consent to inspections of the dwelling unit by the city and will make the dwelling unit(s) available for inspection upon request;
- D. I understand the fee schedule adopted by the New Buffalo City Council (see attached Fee Schedule)
- E. I understand that expired Rental Certificates of more than 61 days will result in issuance of a civil citation if found to be operating and/or advertising without a valid certificate which may result in fines and/or possible revocation; and
- F. I understand that the rental unit is not considered a short-term rental and **WILL NOT** be rented, advertised for rent or sub-let for a period of less than **ONE YEAR (360 days)**.

I hereby affirm that I have truthfully completed this application to the best of my knowledge; that I have read Chapter 23 of the New Buffalo City Code of Ordinances; and that I agree to operate this rental in accordance with all Federal, State and local laws, ordinances, rules and regulations.

Applicant's Printed Name

Applicant's Title

Applicant's Signature

Date of Birth

Date

City Use Only:

Zoning District: _____

Date Received: _____

Total number of occupants allowed: _____

Permit Number: _____

Date of initial Inspection _____

Fees (ALL FEES ARE NON-REFUNDABLE):

- City Administration (Initial Inspection) - \$100
- Rental Registration (Certificate of Rental Compliance) - \$75
- Annual Inspection (Certificate of Occupancy) - \$150

Total Amount Due (\$325):

Method of Payment

- Cash
- Check
- Credit Card



Local Agent Designation and Authorization

224 W. Buffalo Street

New Buffalo, Michigan 49117

City Hall: 269-469-1500 Facsimile: 269-469-7917

www.cityofnewbuffalo.org

PROPERTY/OWNER
INFORMATION

Property Address:

Property Code Number (Tax ID): 11-62- _____

Owner's Name

LOCAL AGENT INFORMATION

Local Agent's Name

Mailing Address

Street Address

City

State

Zip Code

Phone Number

Emergency Phone Number

Email Address

I designate and authorize the Local Agent named above to act on my behalf with regards to all duties prescribed by the City of New Buffalo's ordinances and rules regulating the rental unit identified above. This shall include accepting service of notices, process or other legal documents issued by the city in such matters. Additionally, I agree that I will notify the City of New Buffalo and the Local Agent, in writing, should this appointment be revoked and shall not be effective until received by the City of New Buffalo.

Owner's Signature

Date

I accept the designation and authority noted above and certify that the information provided is correct and accurate. Additionally, I agree that I will notify the owner and the City of New Buffalo in the event of any changes in the information provided or if I no longer serve in the capacity of Local Agent for this rental unit.

Local Agent's Signature

Date