



Long-Term Rental Registration Frequently Asked Questions (FAQ)

1. **Who do I contact to ask questions about this requirement?** All general filing questions should be directed to the Code Enforcement Department.

[City of New Buffalo Code Enforcement Department](#)

224 West Buffalo Street, New Buffalo, MI 49022

Email: ggrosse@cityofnewbuffalo.org

Office: **269.469.1500**

Fax: **269.469.7917**

2. **What is required to register rental units?** All long-term residential rental property owners or property managers must submit their residential rental property registration.
3. **Why am I required to register my unit?** As required by New Buffalo City Ordinance #252 (as amended), all owners of long-term residential rental property in the city are required to register their rental property or properties, within the city, annually.
4. **I am exempt from paying taxes, am I still required to register my rental unit?** Yes. All long-term residential rental property owners or property managers must submit their Rental Registration Application.
5. **What is the deadline for registration?** For each year, registration is due by July 1st of the calendar year.
6. **What form do I need?** City of New Buffalo's Long-Term Rental Registration Application
7. **What information do you need from me?** Property address, owner contact information, and property manager contact information (if applicable).
8. **Where do I get the form?**
 - A. Go to www.cityofnewbuffalo.org
 - B. Download and complete Long-Term Rental Registration Application
 - C. Mail in completed application to:

City of New Buffalo
Attention: Code Enforcement Department
224 West Buffalo Street
New Buffalo, MI 49117
9. **Is there a fee for rental unit registration?** Yes. The registration fee is \$100 per unit.
10. **What happens if I do not register by the deadline?** Failure to register the rental unit(s) may result in penalties imposed by the City of New Buffalo, MI.

11. **Why is the City of New Buffalo seeking to register rental units?** The purpose of the City of New Buffalo's Long-Term Residential Rental Registration effort is:

- A. To create a current and reliable inventory of rental housing units in the city.
- B. The city has found that the establishment and enforcement of minimum housing standards are necessary.
- C. The ordinance attempts to correct and prevent the existence of any existing adverse conditions.
- D. To achieve and maintain such levels of residential environmental quality that will protect and promote public health, safety, and general welfare.