



Rental Registration Form

Sec. 10-68 *et al.* of the City's Ordinances requires registration and inspection of all rental dwelling units in the City. New rental units or rental units that have never registered with the City or have never been inspected by the City must meet all current City codes and requirements. All rental units in the City must have a current and accurate registration on file with the City from at least 2014 or later. Any registration submitted prior to that date must be updated for accuracy.

Rental inspections shall occur no more frequently than once every three years but no less frequently than once every six years except for the reasons listed in Sec. 10-75 of the City's ordinances.

All rental dwelling units registered or inspected for the first time after the year 2000 must meet the minimum square footage size requirements listed in Sec. 40-408 (*Efficiency-350 square feet, One-bedroom-600 square feet, Two-bedroom-800 square feet, Three-bedroom-900 square feet, plus an additional 100 square feet for each bedroom in excess of three*) All rentals must meet the requirements of the International Property Maintenance Code

New rental dwelling units outside of a mobile home park must have at least two off-street parking spaces per dwelling unit and must provide a garage or a shed equaling a minimum of 64 square feet enclosed outdoor storage per dwelling unit. (Sec. 40-457 and 40-514) All rental dwelling units must display an address which complies with the City's address policy (Sec. 10-44).

Any rental dwelling unit that has previously been registered with the City but does not meet all current ordinance requirements shall be considered legal non-conforming and subject to the requirements of Sec. 40-486 *et al.*

This form is to be completed by the owner or the responsible local agent for each address or complex. After registering the rental dwelling unit(s) and receiving approval the owner or agent must schedule rental inspections with the City's rental inspector, Imperial Municipal Services at (616) 863-9294 or info@imsinspections.com

Applicants are asked to complete this Rental Registration Form in its entirety and then bring or mail the completed application and appropriate payment to City Hall at 66 S. Main St. P.O. Box 310, Cedar Springs, MI 49319.

The fees associated with this Rental Registration Form are as follows:

Rental Registration	\$50 per address paid to the City
Rental Inspection	As charged by and paid to the rental inspector

Individuals wishing to receive assistance in completing the Rental Registration are asked to contact the zoning administrator or code enforcement official at 616.696.1330.



Rental Registration Form

Property Owner(s): _____

Mailing Address of Property Owner: _____

Property Management if different from owner: _____

Phone of primary contact: _____ Primary contact e-mail: _____

Rental Property Address: _____

Parcel Number: 41- _____ Zoning District: _____

Is this a new rental? Yes or No If no, when was the rental last inspected? _____

Proposed number of dwelling units, type of each unit and unit square footage? (i.e. efficiency-350 square feet, one-bedroom-600 square feet, two-bedroom-800 square feet etc.):

Does the property and each separate rental unit comply with the City's address policy? Yes or No

Applicant's Signature: _____

(by signing above I acknowledge that all the information provided on this form is true and accurate to the best of my knowledge)

City Employee Receiving Application: _____

Rental Registration Approval: Yes or No Date: _____ / _____ / _____

Zoning Administrator's Signature: _____

Conditions of approval: _____

Date sent to Rental Inspector (required before an occupancy permit will be issued): _____ / _____ / _____

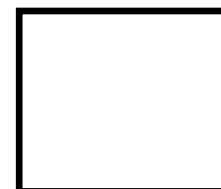
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Office Use

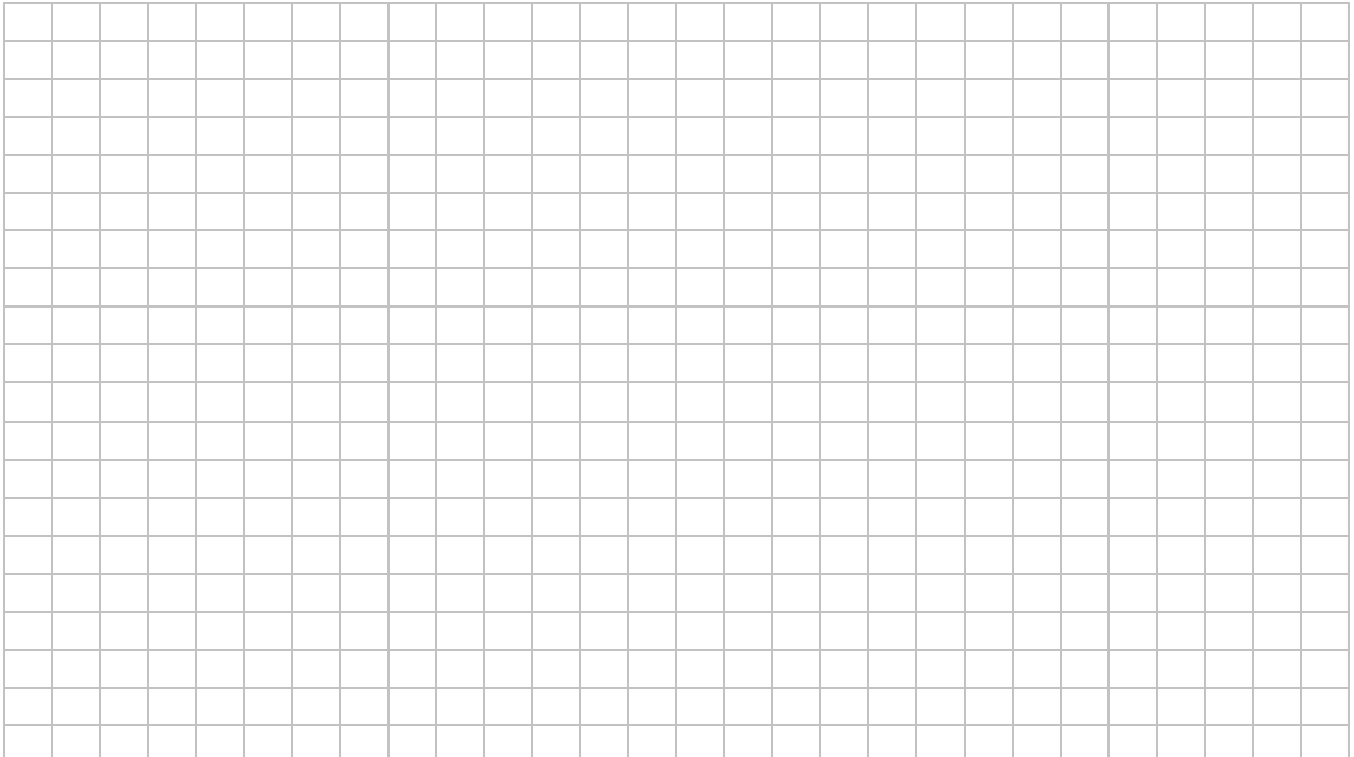
City of Cedar Springs Rental Registration- Property Sketch

- A complete and accurate drawing is required for all registrations.
- Applicant may attach drawing or use scale below.
- The rental registration ordinance can be found at Sec. 10-68 *et al.* of the City's Ordinances.

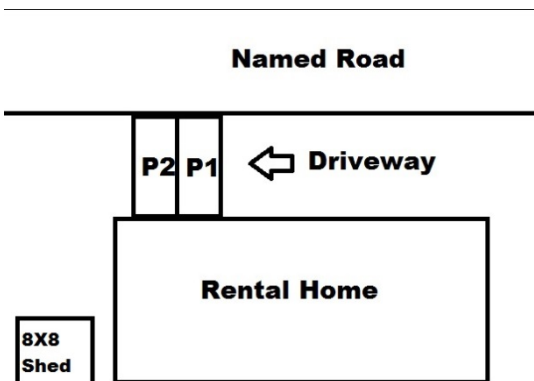
Rental Property Address: _____

Please show and label:

- Driveways and required parking spaces
- Adjacent roads
- Required outdoor enclosed storage
- Floorplan of each rental unit indicating size in square feet, function of each room and location of smoke detectors



Example of parking and outdoor storage Sketch:



Example of Property floorplan Sketch:

