



**2024 RESIDENTIAL RENTAL PROPERTY
REGISTRATION FORM
City of Zeeland**

Community Development Department
21 S ELM ST - ZEELAND, MI 49464
Phone 616-772-0872 - Fax 616-772-0880
buildinginspector@cityofzeeland.com
www.cityofzeeland.com

Form must be filled out completely. Incomplete forms may be returned.

Registration fee of \$15.00 per unit must be submitted with this application. Please make checks payable to "City of Zeeland".

RENTAL PROPERTY

STREET ADDRESS		NAME OF DEVELOPMENT (IF APPLICABLE)	
TYPE OF STRUCTURE: <input type="checkbox"/> 1-FAMILY <input type="checkbox"/> 2-FAMILY <input type="checkbox"/> DUPLEX <input type="checkbox"/> 3-FAMILY <input type="checkbox"/> 4-PLEX <input type="checkbox"/> 5 OR MORE UNITS (NUMBER _____)			
TOTAL FEE DUE: \$ _____		CITY USE ONLY: <input type="checkbox"/> PAID DATE _____ INITIALS _____	

UNIT INFORMATION (attach additional sheets if necessary):

UNIT NUMBER (e.g. 150 ½, Apt 1, etc.)	NUMBER OF BEDROOMS	PROPOSED MAXIMUM NUMBER OF OCCUPANTS	MONTHLY RENT
			\$
			\$
			\$
			\$

OWNER OF RENTAL PROPERTY

(if unit owner is not a natural person, the owner information shall be that of the president, general manager, or other chief executive):

Home:				
OWNER NAME			STREET ADDRESS	
CITY	STATE	ZIP	PHONE	
			EMAIL	
Business:				
BUSINESS NAME			STREET ADDRESS	
CITY	STATE	ZIP	PHONE	
			EMAIL	

Note: The City will initially contact the agent for all matters relating to the rental inspection program; however, the property owner will be held responsible for any issues not resolved through the agent.

RESPONSIBLE LOCAL AGENT (if other than owner):

NAME			STREET ADDRESS	
CITY	STATE	ZIP	PHONE	
			EMAIL	

PERSON AUTHORIZED TO ORDER REPAIRS (if other than owner):

NAME			STREET ADDRESS	
CITY	STATE	ZIP	PHONE	
			EMAIL	

I certify that the above information is true and complete to the best of my knowledge. I agree to notify the City of Zeeland within thirty (30) business days of any change in the above information.

Signature: _____ Print Name: _____ Date: _____

Signed by: ☐ Owner ☐ Local Agent

Form and registration fee must be submitted by June 1 every year or within 30 days after a change of property ownership.

A copy of this registration stamped by the Building & Zoning Department shall serve as a Provisional Occupancy Permit, allowing the property to be rented prior to inspection by the City. This Provisional Occupancy Permit will expire on the date of the first scheduled re-inspection.