



**2024 RENTAL PROPERTY REGISTRATION**  
Instructions on reverse side

**1725 Territorial Rd  
Benton Harbor, MI 49022**

Submit all registrations at the Township Hall  
before April 15, 2024

**Tel: (269) 925-7284  
Fax: (269) 925-7156**

DEPARTMENT OF BUILDING, INSPECTION, AND ZONING (AND RENTAL INSPECTION)

DATE:	Property ID #: 11-03- (twp use only)	<b>Authority: Rental Ordinance Based on ICC Property Maintenance Code Inspection will be scheduled per your date and time</b>	
	Fees paid / receipt #:	Cash or check:	<b>Cost: \$50 per rental unit See rear of this form:</b>

**II. PROPERTY OWNER:**

Name of Owner:			
Address (St No. and Name) of applicant:	City	State	Zip Code
Telephone number:	Cell number:	Fax number:	Email address: (PRINT CLEARLY)

**II. DESIGNATED AGENT:**

Name of Agent:			
Address (St No. and Name) of applicant:	City	State	Zip Code
Telephone number:	Cell number:	Fax number:	Email address: (PRINT CLEARLY)

Please send \$50 per unit registered to the Township at the address above.

Type of Dwelling: S=Single family; M= Multi-family; R = rooming house

Type:	Number of Occupants	Address:	Property ID#: 11-03-	Please designate a rental inspection date and time for this unit:
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**PLEASE READ DIRECTIONS ON REVERSE SIDE OF FORM: ADDITIONAL SPACE FOR MORE PROPERTIES ON AN ADDITIONAL FORM.**

**Rental properties are required by Ordinance (). Registration is required annually with inspection set up at time of registration. Payment of fees and scheduling of rental inspections should occur at the time of registration.**

The Benton Charter Township Ordinances may also be found online at the [www.municode.com](http://www.municode.com) site (**Municode.com > online library > Berrien County > Benton Charter Township**).

All properties which meet the definition of a rental are required to be registered and inspected. The current edition of the ICC Property Maintenance Code is used as basis for the inspection. You may order the code online at [iccsafe.org](http://iccsafe.org) in the bookstore online. Or, you may also request to see the copy we have in the office.

Additional information may be required. Please complete necessary information such as phone, cell phone, and fax information to make it easier to reach you. County information (tax mailing information) will be the default legal notice address.

It is the responsibility of the owner to arrange for inspections. You may be required to arrange for and to be there when the units are inspected.

Thank you for your completed application. We look forward to serving you.

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**ADOPTED FEES:**

Ordinance	Service	New Rate
<b>82-805</b>	<b>Registration of Habitable Rental Properties</b>	
Sec. 82-811 ( a )	Registration Fee	<b>\$50</b>
Sec. 82-811 ( a )	Late Fee	\$25
Sec. 82-811 ( b )	Re-Inspection Fee for Uncorrected Violations	\$75
Sec. 82-811 ( c )	No Show/ Failure to Provide Access Fee	\$50