



2026 RENTAL PROPERTY REGISTRATION

Instructions on reverse side

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

**Submit all registrations at the Township Hall
before March 1, 2026**

Tel: (269) 925-7284
Fax: (269) 925-7134

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

Date:	Fees paid / receipt #:	Cash or check:	Cost: \$50 per rental unit See rear of this form:
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II. PROPERTY OWNER:

Name of Agent:		Name of Owner:		
Mailing Address of Owner		City	State	Zip
E-mail (PRINT CLEARLY)		Cell Number		

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 site ([Municode.com](http://www.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 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 Description	New Rate
82-805	Registration of Habitable Rental Properties	
Sec. 82-811 (a)	Registration Fee per Dwelling Unit	\$50
Sec. 82-811 (a)	Late Fee (PER UNIT) for Registration if rec'd after DEADLINE date of January 31 (each year)	\$25
Sec. 82-811 (b)	Re-Inspection Fee for Uncorrected Violations	\$75
Sec. 82-811 (c)	No Show/ Failure to Provide Access for Inspection	\$50
Sec. 82-811 (e)	Penalties left unpaid after 120 days from January 31 (DEADLINE date), is subject to an Additional 15% Penalty Fee for every Unit every 120 day's late	