



**2020 RENTAL PROPERTY REGISTRATION**  
Instructions on reverse side

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

Submit all registrations at the Township Hall  
before February 1, 2020

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

**DEPARTMENT OF BUILDING, PLANNING AND ZONING**

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

**II. PROPERTY OWNER: for purposes of Legal Notices**

Name of Owner:			
Address (St No. and Name) of applicant:	City	State	Zip Code
Telephone number:	<b>Cell number:</b>	Fax number:	<b>Email address:</b>

**PLEASE PROVIDE A GOOD PHONE NUMBER AND EMAIL ADDRESS BY WHICH TO COMMUNICATE, THANK YOU**

**II. DESIGNATED AGENT: for purposes of sending correspondence to:**

Name of Agent:			
Address (St No. and Name) of applicant:	City	State	Zip Code
Telephone number:	<b>Cell number:</b>	Fax number:	<b>Email address:</b>

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

**PROVIDE APPT TIME HERE:**

Type:	Number of Occupants	Address:	Property ID#: 11-03-	Please designate a rental inspection date and time for this unit after March 15, 2020
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**PLEASE READ DIRECTIONS ON REVERSE SIDE OF FORM: ADDITIONAL SPACE FOR MORE PROPERTIES ON AN ADDITIONAL FORM. MAKE COPIES OF THIS FORM, USE REVERSE SIDE, OR PRINT ADDITIONAL OFF WEB PAGE.**

**Rental properties are required by Ordinance (82-805) to be registered. Registration is required annually with inspection to be set up by you 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 (2015 version) 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 provide a working **Email address**. 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. **Please plan to arrange for, and to be present when the units are inspected.** Multiple inspections will start at one (pre-arrange) address and will proceed as units are completed. Notices will be mailed or emailed to you.

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

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Please refer to the letter sent at the beginning of the year

**ADOPTED FEES:**

Ordinance	Service	New Rate
<b>82-805</b>	<b>Registration of Habitable Rental Properties</b>	
Sec. 82-811 ( a )	Registration Fee per rental dwelling unit	<b>\$50</b>
Sec. 82-811 ( a )	Late Fee (PER UNIT) for registration after January 31, 2020	\$25
Sec. 82-811 ( b )	Re-Inspection Fee for Uncorrected Violations	\$75
Sec. 82-811 ( c )	No Show/ Failure to Provide Access Fee	\$50

Revised form: DEC-10-2019