



# INITIAL RENTAL LICENSE APPLICATION

City of East Lansing  
Planning, Building & Development  
410 Abbott Road  
East Lansing, MI 48823  
(517) 319-6857

PROPERTY

<b>Address of rental</b>	<b>**Historic District?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Class of license sought:</b> <input type="checkbox"/> I -Owner occupied; rental license for 1 <input type="checkbox"/> III -Non-owner occupied; up to 2 unrelated <input type="checkbox"/> IV -Non-owner occupied; 3 or more unrelated <input type="checkbox"/> V -Multiple unit apartments <input type="checkbox"/> VI -Group housing	<b>Number of dwelling units</b>
<b>I have attached a current:</b> <input type="checkbox"/> Site plan <input type="checkbox"/> Floor plan <input type="checkbox"/> Photos of the front, back, sides and drive approach	<b>Number of sleeping rooms per dwelling unit</b>
<b>For Condominiums Only , I have attached:</b> <input type="checkbox"/> Copy of pages from deed AND bylaws related to renting <input type="checkbox"/> Copy of proposed lease <input type="checkbox"/> Evidence that notice has been provided to condo homeowner's association <input type="checkbox"/> Copy of the approval of the condo homeowner's association signed by an appropriate officer	<b>Occupancy per unit</b>
	<b>Total Occupancy</b>

OWNER

<b>Name of Owner</b>	<b>Drivers license number/corporate ID number</b>
<b>Permanent address</b>	<b>Primary Phone</b>
<b>City, State, Zip Code</b>	<b>Alternative Phone</b>
<b>E-mail address</b>	<b>Real Estate License Number (if applicable)</b>

LEGAL

<b>Name of Legal Agent</b>	<b>Drivers license number/corporate ID number</b>
<b>Permanent address</b>	<b>Primary Phone</b>
<b>City, State, Zip Code</b>	<b>Alternative Phone</b>
<b>E-mail address</b>	<b>Real Estate License Number (if applicable)</b>
<b>Signature of legal agent accepting responsibility _____ Date _____</b>	

**NOTE: Corporate owners must attach a copy of the most recent Annual Report filed with the State of Michigan.**

List the names of every resident agent, individual partner or managing member:

\_\_\_\_\_  
\_\_\_\_\_

\*\*If this property is in a Historical District, any exterior change requires Certificate of Appropriateness to be issued by the Historic District Commission or an acknowledgement that one is not necessary. \*\*

### OWNER CERTIFICATION

I, by my signature, hereby make application for a housing license for the above premises and agree to permit the Chief Code Official and/or appointees to enter and perform inspections as required by City Code Part II, Chapter 6 Article III Section 6-175. I certify that insurance coverage for the structural loss or damage and premises liability for personal injury exists and shall be maintained on the license property. I authorize the person I have designated in this application (if any) as my legal agent.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### NOTARY

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_ County, Michigan

My commission expires \_\_\_\_\_

Seal:

### Office Acceptance Stamp:

**NOTICE: This is a public hearing process with a hearing required before the Housing Commission with recommendation made to City Council.**

#### For office use only:

Amount Received: \$ \_\_\_\_\_

Received by: \_\_\_\_\_

Cash

Check # \_\_\_\_\_

Notes:

Credit card    Visa    MasterCard    Discover