

Non-Owner Occupied Dwelling Registration Application



ANNUAL RENEWAL PAYMENT IS DUE EACH YEAR BY MARCH 15TH

Location:		<input type="checkbox"/> New Registration		<input type="checkbox"/> Informational update	
Individual Applying for License			Property Information		
Relationship to Owner:			Street Address:		
Name:			# of Units:	Approximate Purchase Date:	
Address:			Date of Last Inspection:		
City:		State:	Corner Lot: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Zip:	Phone:		# of Parking Spaces Provided:		
Owner Information			I hereby swear or affirm that I am the Owner/Agent/Operator of the above property and that the information contained on this application is true. I also swear of affirm that I am familiar with or have received information on the terms of the City Ordinance that regulates this license.		
Name:					
Mailing Address:			X		
City:					
State:		Zip:	I hereby agree that in the event my property becomes dangerous as defined by the City of Saginaw Dangerous Building Ordinance, State Law, or the City of Saginaw Housing Code, I give permission for the City, its agents, employees, or representatives, to enter and board the premises or do whatever necessary to make the property secure and safe. I further hold the City harmless from all claims arising out of any actions in relation to the boarding or securing of said premises. I further agree to reimburse the City of Saginaw for all expenses incurred in securing said premises.		
Business Phone:					
Home Phone:					
Cellular Phone/Pager:					
Federal Tax ID:		DOB:	X		
HOUSING INSPECTOR USE ONLY			CLERK'S OFFICE USE ONLY		
Date _____	Inspector _____	Date _____	Inspector _____	License # _____	Printed _____ Exp _____
Date _____	Inspector _____	Date _____	Inspector _____	License # _____	Printed _____ Exp _____
Date _____	Inspector _____	Date _____	Inspector _____	License # _____	Printed _____ Exp _____
Date _____	Inspector _____	Date _____	Inspector _____	License # _____	Printed _____ Exp _____
Date _____	Inspector _____	Date _____	Inspector _____	License # _____	Printed _____ Exp _____

INSTRUCTIONS

1. Complete a separate form for each location to be registered.
2. Please return application and a photo copy of the owner or applicant's driver's license or state identification card to:

City of Saginaw
 City Clerk's Office
 1315 S. Washington
 Saginaw, Michigan 48601
3. Initial registration payment is due upon return of application. Make checks payable to the *City of Saginaw Treasurer*. Renewal fees are due each year by March 15th; there is a 100% penalty for late payments.
4. Schedule an inspection appointment by calling (989) 759-1421 or by visiting Room 208 at City Hall.
5. Any updates in mailing address/contact information must be submitted directly to the City Clerk's Office.

NON-OWNER OCCUPIED HOUSING FACILITY FEES

§ 151.095 REGISTRATION FEE REQUIRED.

(A) (1) No person exercising ownership or control shall allow a dwelling, dormitory, dwelling unit, apartment house, or guest room in a lodging house, rooming house, bed and breakfast establishment, hotel or motel to be occupied without first obtaining a registration/license from the Office of the City Clerk.

(2) Further, any property or structure required to obtain a registration/license under this chapter and for which the owner or controller fails to do so immediately upon notice of said violation, will be required to vacate said premises until such time as the necessary registration/license is obtained. In order to obtain a registration/license for a dwelling unit, apartment house, or guestroom in a lodging house, rooming house, bed and breakfast establishment, hotel or motel, the owner or controller shall comply with the following mandatory requirements:

(a) The owner or controller shall obtain and complete an application for said registration/license with the City Clerk. Such application must be accompanied by valid state or federal photo identification.

(b) The owner shall cause the dwelling to be inspected periodically as indicated in the Appendix in this Chapter. The owner is responsible for obtaining from the City evidence of said periodic inspection.

(c) The premises shall not be under current condemnation or order to vacate.

(d) The owner or controller shall pay in full housing registration/license fees owed to the City upon said property.

(3) All items listed above shall be complied with prior to the issuance of the required registration/license and prior to occupation of said premises. Failure to comply with any of these items, or delinquent violations against the property or condemnation of the property shall result in immediate revocation or denial of the registration/license. Re-issuance or original granting of the registration/license and occupation of the premises shall occur only after all items listed above are in compliance.

(B) Exception: Owners or purchasers of buildings which contain only one (1) dwelling unit, with or without an accessory garage, carport or shed, and which contain no other occupancy, may occupy that dwelling unit themselves without registering the unit and paying a fee. The owner's immediate family may also occupy that dwelling with the owner. All other requirements of this chapter shall apply in such instances.

§ 151.096 FEE SCHEDULE.

(A) The license/registration cycle shall start on March 15 of each year.

(B) For the period from the effective date of this section to March 15, 2010 all properties with a valid registration shall continue to be registered until March 15, 2010. Registrations shall all expire on March 15 of each year regardless of application date. If March 15 should fall on a holiday or weekend the fee shall be due on the next regular business day.

§ 151.097 LATE PAYMENT FEE

An additional late charge of one hundred (100%) percent of the base fee shall be incurred as a result of the following:

(A) Failure to pay the initial registration fee within fifteen (15) days of application.

(B) Failure to register a property within fifteen (15) days of date of notice.

Failure to pay the license renewal fee by the date required in §151.096.

§ 151.098 FEES FOR FAILURE TO MAKE REQUIRED CORRECTIONS.

Whenever any owner of property subject to the provisions of this chapter has been served a notice of violation of this chapter and remedial action necessary to achieve compliance as indicated in § 151.133 has failed to effect such compliance as ordered by the time specified, is responsible for a Class D municipal civil infraction, subject to payment of a civil fine as set forth in § 30.99, plus costs and other sanctions, for each infraction. Such municipal civil infraction shall not negate the requirements of this chapter.

APPENDIX: NON-OWNER OCCUPIED HOUSING REGISTRATION FEES

§ 1. NON-OWNER OCCUPIED HOUSING REGISTRATION FEES.

<i>Non-Owner occupied dwelling registration fees:</i>	
One- and Two- Family Dwellings	\$50.00, per year
	Non-owner occupied one- and two-family dwelling registrations will be valid for one (1) year and subject to a routine inspection once every four (4) years. The property owner is responsible for making arrangements to cause said inspection to occur.
Multiple Family Dwellings (more than two dwelling units)	\$50.00 + \$5.00 per unit in excess of two (2), per year
	Multiple family dwelling registrations will be valid for one (1) year and subject to a routine inspection once every two (2) years. The property owner is responsible for making arrangements to cause said inspection to occur.
Lodging Houses	\$50.00 + \$5.00 per unit in excess of two, per year
	Lodging House registrations will be valid for one (1) year and subject to a routine inspection once every two (2) years. The property owner is responsible for making arrangements to cause said inspection to occur.
Hotels	\$100.00 + \$5.00 per unit in excess of two, per year
	Hotel registrations will be valid for one (1) year and subject to a routine inspection once every two (2) years. The property owner is responsible for making arrangements to cause said inspection to occur.
Re-inspection Necessitated by the owner's failure to make corrections within the required time per building or additional inspections necessitated by the owner's failure to maintain their property after compliance.	\$100.00 (per inspection)

§ 2. NEW REGISTRATIONS.

Fees for registration are not prorated. Registrations shall expire on March 15th of each year regardless of application date.

§ 3. EFFECTIVE DATE.

All non-owner occupied dwellings with a valid registration at the effective date of this ordinance shall be valid until March 15, 2010. All new registrations applied for after the effective date of this ordinance shall conform to the fee schedule indicated in this ordinance.