



RENTAL UNIT LICENSE APPLICATION

City of East Lansing
 Code Enforcement and Neighborhood
 Conservation
 410 Abbott Road
 East Lansing MI 48823
 e-mail: cenc@ci.east-lansing.mi.us
 (517) 319-6857

- " Initial License
- " New Owner
- " House Sitting

P
r
o
p
e
r
t
y

Address of rental		Number of dwelling units	
Number of sleeping rooms per dwelling unit		Occupancy per unit	Total occupancy
Class of license sought (circle one)	I II III IV V VI	Is subletting allowed? Is this in a historical district? Has this property been subject to terms and conditions or sanctions?	" Yes " No " Yes " No " Yes " No
			I have attached: " Site plan " Floor plan " Photos of the front, back, Sides and drive approach

O
w
n
e
r

Name	Driver's license number/ corporate ID number	
Permanent address	Home phone	Business phone
City	Fax number	
E-mail address	Real Estate License Number	

L
e
g
a
l

Name	Driver's license number/ corporate ID number	
Permanent address	Home phone	Business phone
City	Fax number	
E-mail address	Real Estate License Number	
Signature of legal agent accepting responsibility _____ Date _____		

P
r
o
p
r
e
t
e
r

Previous owner's name	Anniversary date of current license	
Date of last annual inspection _____ / _____ / _____ Compliance?	" Yes	" No
Are any terms and conditions or sanctions in place on the property?	" Yes	" No on the applicant? " Yes " No
Are any city fees delinquent? " Yes " No	Date of transfer _____	

Name of every resident agent, individual partner or managing member	_____
_____	_____
_____	_____
_____	_____

FOR HOUSE SITTING ONLY

Address of temporary domicile _____

Months of absence _____
Name of occupant(s) _____

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

**** If this property is in a Historical District, any exterior change requires a Certificate of Appropriateness to be issued by the Historic District Commission or an acknowledgment 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 Article 10 of Chapter 101 of the Code of the City of East Lansing in the manner permitted by said article. I certify that insurance coverage for the structural loss or damage and premises liability for personal injury exists and shall be maintained on the licensed 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 _____

For office use only:

Received by	<input type="text"/>	Notes
NOTICE: A hearing before the Housing Commission may be required.		
Date	<input type="text"/>	
Approved by	<input type="text"/>	
" cash	" Check # _____ \$ _____	
Actions required:		

C:\Web\Updates\Code Enforcement\initial-newowner-housesitting_1.wpd