



**SECTION F: RESPONSIBLE LOCAL AGENT****(required if owner resides > 50 miles from Milan)**

*Property owners may designate a Responsible Local Agent. Owners who reside more than 50 miles from the City of Milan shall designate a Responsible Local Agent who resides or has a place of business within 50 miles of the city limits.*

Please provide contact information below for the **RESPONSIBLE LOCAL AGENT**. Both the owner and agent must sign below confirming the agent is authorized and accepts responsibility to receive scheduling notices, inspection reports, invoices, citations, and other legal documents on behalf of the owner.

**NOTE: THE CITY WILL SEND OFFICIAL NOTICES ONLY TO THE DESIGNATED AGENT AND NOT TO THE OWNER.**

**RESPONSIBLE LOCAL AGENT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

*I, \_\_\_\_\_, hereby authorize and appoint \_\_\_\_\_, who lives or has a place of business within Fifty (50) miles of the Milan City Limits, to be responsible for rental certification for the listed property and to receive all official notices for the purpose of Rental Housing Certification.*



\_\_\_\_\_  
Owner's Signature Designating an Agent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



\_\_\_\_\_  
Designated Agent's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**SECTION G: OWNER'S CERTIFICATION**

**I hereby certify that all statements and information provided on this form are true, complete, and accurate to the best of my knowledge. I agree to give proof of the information that I have given on this form upon official request.**



\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

Thank you for registering your rental property. You will be notified of your biennial inspection dates in the near future.

