



# CITY OF SOUTHGATE

## APPLICATION FOR RENTAL HOUSING CERTIFICATION

### MULTIPLE FAMILY APARTMENT BUILDINGS

**\*EACH MULTIFAMILY BUILDING ON THE PROPERTY REQUIRES A SEPARATE REGISTRATION FORM\***  
**\*PAYMENT MUST BE SUBMITTED WITH APPLICATIONS\***

PRIMARY PARCEL STREET ADDRESS: \_\_\_\_\_

PARCEL NO: 53 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ COMPLEX NAME: \_\_\_\_\_

TOTAL NUMBER OF BUILDINGS ON SITE: \_\_\_\_\_ *(complete a separate application for each building)*

#### THIS BUILDING INFORMATION

BUILDING ADDRESS: \_\_\_\_\_ NO. OF UNITS IN BLDG: \_\_\_\_\_

REGISTRATION FEE: \$165 PER BUILDING UP TO 6 FLOORS

REGISTRATION FEE: \$275 PER BUILDING MORE THAN 6 FLOORS

#### INDIVIDUAL OWNER INFORMATION

*(use for personal individual ownership)*

OWNER NAME: \_\_\_\_\_

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

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

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

#### CORPORATE OWNER INFORMATION

*(use for LLC or other type of corporate ownership)*

CORPORATION NAME: \_\_\_\_\_ MICHIGAN ENTITY ID No: \_\_\_\_\_

CORPORATE ADDRESS: \_\_\_\_\_

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

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

PRIMARY CORPORATE OFFICER: \_\_\_\_\_

RESIDENT AGENT: \_\_\_\_\_

RESIDENT AGENT ADDRESS: \_\_\_\_\_

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

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

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

*Owners may designate a Responsible Local Agent. Owners whose address is more than 50 miles from the City of Southgate shall designate a Responsible Local Agent who resides or has a business address within 50 miles of city limits.*

When a **RESPONSIBLE LOCAL AGENT** is designated, contact information shall be provided for that person or entity. 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.

**PLEASE 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 Southgate City Limits, to be responsible for the above listed property and to receive all official notices for the purpose of Rental Housing Certification.*



\_\_\_\_\_

Owner's Signature

\_\_\_\_\_

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 correct to the best of my knowledge. I agree to provide 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 first inspection date in the near future.

Updated AUG 2023

## INFORMATION ABOUT THIS BUILDING

STREET ADDRESS FOR THIS BUILDING ONLY: \_\_\_\_\_

IF THIS BUILDING IS ASSIGNED A BUILDING NUMBER FOR IDENTIFICATION, LIST IT HERE: \_\_\_\_\_

HOW MANY FLOORS DOES THIS BUILDING HAVE? \_\_\_\_\_

THIS BUILDING INFORMATION	(PROVIDE SITE PLAN DIAGRAM IF AVAILABLE)		
	YES	NO	HOW MANY?
COMMON EXTERIOR BUILDING ENTRY DOOR?	<input type="checkbox"/>	<input type="checkbox"/>	
INDIVIDUAL APARTMENT EXTERIOR ENTRY DOORS?	<input type="checkbox"/>	<input type="checkbox"/>	
COMMON STAIRWELL BETWEEN FLOORS?	<input type="checkbox"/>	<input type="checkbox"/>	
COMMON LAUNDRY FACILITIES IN THIS BUILDING?	<input type="checkbox"/>	<input type="checkbox"/>	
COMMON MECHANICAL ROOMS IN THIS BUILDING?	<input type="checkbox"/>	<input type="checkbox"/>	
DOES THIS BUILDING HAVE BOILER HEAT?	<input type="checkbox"/>	<input type="checkbox"/>	
ROOFTOP H.V.A.C. EQUIPMENT ON THIS BUILDING?	<input type="checkbox"/>	<input type="checkbox"/>	
ARE THERE SEPARATE TENANT STORAGE UNITS INSIDE THIS BUILDING?	<input type="checkbox"/>	<input type="checkbox"/>	
ARE THERE TENANT CARPORTS/GARAGES FOR THIS BUILDING?	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	LIST STREET ADDRESS OR DESCRIPTION
IS THERE A SWIMMING POOL ON SITE?	<input type="checkbox"/>	<input type="checkbox"/>	
IS THERE A REC/FITNESS CENTER ON SITE?	<input type="checkbox"/>	<input type="checkbox"/>	
IS THERE A COMMUNITY CENTER ON SITE?	<input type="checkbox"/>	<input type="checkbox"/>	

**APARTMENT DWELLING UNIT INFORMATION****(INCLUDE EACH APARTMENT IN THIS BUILDING)**

APARTMENT ADDRESS OR UNIT NUMBER	FLOOR #	BEDRMS	BATHS	SQ FT	FURNACE IN UNIT	WATER HEATER IN UNIT
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

DWELLING UNIT INFORMATION	(INCLUDE EACH APARTMENT IN THIS BUILDING)					
---------------------------	---	--	--	--	--	--

APARTMENT ADDRESS OR UNIT NUMBER	FLOOR #	BEDRMS	BATHS	SQ FT	FURNACE IN UNIT	WATER HEATER IN UNIT
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>