

# CITY OF SAULT STE. MARIE RENTAL PROPERTY REGISTRATION FORM

<b>Part I. Rental Property Information:</b>			
<b>A.) Rental Property Address:</b>			
<b>B.) Tax Parcel ID Number:</b>		<b>C.) Est. Year Built:</b>	
<b>D.) Number of Rental Units/Apts:</b>			
<b>E.) Number &amp; Location of Parking Spaces on the Property:</b>			
<b>F.) If Tenants do not Park on Property, Where do they Park?:</b>			

<b>Part II. Owner(s) Information:</b>			
<b>A.) Owner Name(s):</b>			
<b>B.) Address:</b>			
<b>C.) City:</b>		<b>State:</b>	<b>Zip:</b>
<b>D.) Daytime Phone:</b>		<b>Alt Phone:</b>	
<b>E.) Email Address:</b> <small>(NOT REQUIRED)</small>			

<b>Part III. Local Agent Information:</b> <small>(Local agent required if no owner lives in Chippewa County. The agent must be living in Chippewa County.)</small>			
<b>A.) Local Agent Name:</b>			
<b>B.) Address:</b>			
<b>C.) Daytime Phone:</b>		<b>Alt Phone:</b>	
<b>D.) Email Address:</b> <small>(NOT REQUIRED)</small>			

<b>Submitted by:</b> _____ <small>(Please Print)</small>	<b>Date:</b> _____
<b>Signature:</b> _____	

**REQUIRED ATTACHMENTS**

- A.) Photocopy of owner's drivers license** (Unless previously provided)
- B.) Photocopy of local agent's drivers license** (If local agent is required and not previously provided)

**NOTE:** It is required that the owner provide the Building Dept. **written notice of any changes** in ownership or contact information. **Failure to do so within 45 days of any changes invalidates this rental registration.**

OFFICIAL USE ONLY

<b>Rec'd By:</b> _____ <small>ORDINANCE ENFORCEMENT</small>	
<b>Date Rec'd:</b> _____	<b>Fee:</b> _____