



City of Buchanan

Rental Registration Form

If determined to be an allowed use, complete the application with all required documents and submit them to the City of Buchanan.

Acceptance of Application: City staff reviews the application and any supplemental information for completeness prior to formally accepting the application(s). All fees must be paid at this time (long-term \$35.00 and short-term \$125.00 per year).

Rental Inspection Scheduled: Property owner or designee will be contacted to schedule an inspection of the unit.

Property Inspection: City staff will meet the owner or representative on-site at the designated date and time. The interior and exterior of the building to be rented will be inspected per the adopted International Property Maintenance Code and the requirements of the Code of Ordinances of the City of Buchanan. At the completion of the inspection, city staff will notify the owner or representative if the property passes or fails the inspection.

Correction Notice Issued: If the property does not pass the inspection, the city shall provide the owner or representative with a written list of the specific violations that will need to be corrected prior to rental of the property, issuing of a Certificate of Occupancy, and issuance of a Rental Certificate of Compliance.

Rental Compliance Certificate and Certificate of Occupancy issued: Once all outstanding issues have been satisfactorily addressed, the city issues a Certificate of Occupancy, and a Rental Certificate of Compliance which is valid for one (1) year. If the property is sold or there are changes that occur, the application shall be updated within sixty(60) days of the closing or when the change occurred.



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Please print legibly and all portions must be completed for each unit being rented, incomplete forms will be returned.

PROPERTY INFORMATION

Property Address: _____

Property Code Number (tax ID): _____

Property Type (pick one)

Single- Family Residence Apartment Complex Duplex/ Triplex Other

Number of Buildings: _____

Number of Dwelling Units: _____

Do you permanently reside in one of the dwelling units: YES NO

Short Term Rental Long Term Rental

Unit Information (one unit per form)

Unit Number: _____

Total Number of Units in Building: _____

Number of Bedrooms in Unit: _____

Number of off Parking spaces for Unit: _____

Dimensions of each bedroom (example 11'6"x13'9")

Bedroom 1: _____

Bedroom 2: _____

Bedroom 3: _____

Bedroom 4: _____

Owner/Contact Information

Owner's Name: _____

Owner's Mailing Address: _____

Phone number: _____

Emergency Phone number: _____

Email Address: _____



Local Agent Designation and Authorization

Instructions: Please complete this form and submit it with the rental dwelling application to City Hall. Electronic submittals to clerk@cityofbuchanan.com. Incomplete applications will not be processed. Fees must be submitted prior to inspection. Note - a Short-Term Rental application is NOT a certificate. A certificate must be issued and picked up from City Hall before any Short-Term Rentals stays. Complete one local agent designation and

I. Property Owner			
Property Owner's Name		Date	
II. Property Location			
Property Address and Unit Number (if applicable)			
III. Local Agent Requirements			
<p>A Local Agent is an individual designated to oversee the rental of a dwelling in accordance with Sec. 14-312 (6) of the City of Buchanan Code of Ordinances. To serve as a Local Agent, an individual must live or work within 60 miles of the specified dwelling unit. A property owner who meets these criteria may be the local agent. Local agents must be available via phone 24 hours a day, 7 days a week.</p>			
IV. Local Agent Information			
Name		Company Name (If applicable) (Company name will appear on rental registration certificate)	
Address (Used to determine distance, no PO Boxes)			
City		State	Zip
Phone Number	Additional Phone Number	Email	
V. Authorization by Owner			
<p>I designate and authorize the local agent named above to act on my behalf regarding all duties imposed upon me by the City of Buchanan rental ordinances and rules regulating the rental dwelling unit identified above. I also agree that I will notify the City and the local agent, in writing, should I ever revoke this appointment, and no such revocation shall be effective until received by the City.</p>			
Signature of Owner/LLC, Trust, or Other Authorized Signer			Date
VI. Local Agent Acceptance			
<p>I accept the designation and authority noted above, I certify that the contact information is correct, and I agree that I will notify the Owner and the City in writing in the event of any changes in that information, or if I am no longer serving as local agent for this short-term rental dwelling unit.</p>			
Signature of Owner/LLC, Trust, or Other Authorized Signer			Date



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General Information

The signer of this form does hereby state, warrant, certify and affirm the following:

1. The information supplied to the City of New Buffalo on this document is true to the best of my knowledge
2. I understand and agree that all applicable fees must be paid and unit(s) pass inspection to continue renting this property
3. I consent to inspections of the dwelling unit by the City and will make the dwelling unit(s) available for inspection upon request.
4. I understand the fee schedule adopted by the Buchanan City Commission.
5. I understand that expired rental certificates of more than 61 days will result in the issuance of a civil citation if found to be operating and/or advertising without a valid certificate which may result in fines and /or possible revocation.
6. I hereby affirm that I have truthfully completed this application to the best of my knowledge; that I have read Chapter 14 Article IX of the City of Buchanan Code of Ordinances; and that I agree to operate this rental in accordance with all Federal, State and local laws, ordinances, Rules and regulations.

Applicants Printed Name

Applicant Title

Applicant Signature

Date

CITY USE ONLY

Date received		App complete	
Zoning District		Fee Paid	
Received By		Inspected	
Approved By		Date	
Denied By		Date	