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**City of Monroe**  
**Department of Development Services**  
**Rental Property Registration**

Please complete EACH SIDE of this Registration Form and RETURN TO:  
The Department of Development Services, 120 East First St., Monroe, MI 48161

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Parcel/Tax ID Number (If Known): \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

This property has previously been registered as a rental:     Yes        No         Not Sure

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**Owner(s) Information:** Please be aware that if the owner's name as it appears on the City Assessor's records is different than the information provided on this form, you will be asked to provide documentation of your ownership interest. Attach separate sheet if necessary.

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

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**Local Agent (Required for companies and owners who do not reside within Monroe County):**  
All agents, power of attorney or authorization of agency must be attached. If owner is a partnership, any general partner may sign as the owner. If owner is a corporation, presiding officer may sign as the owner.

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

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I attest that the information stated in this registration form including the Agent listed above is, to the best of my knowledge, true and correct.

Signature of Owner: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_

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Number of residential structures (buildings) at this site: \_\_\_\_\_

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**First Structure:**

Address Of **OWNER OCCUPIED** Unit In Structure (if any): \_\_\_\_\_

Number Of **RENTAL** Units In Structure: \_\_\_\_\_

Address Or Apartment Number  
Of Each Rental Unit In Structure:

Number Of Occupants  
In Each Rental Unit:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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**Second Structure:**

Address Of **OWNER OCCUPIED** Unit In Structure (if any): \_\_\_\_\_

Number Of **RENTAL** Units In Structure: \_\_\_\_\_

Address Or Apartment Number  
Of Each Rental Unit In Structure:

Number Of Occupants  
In Each Rental Unit:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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If there are additional structures at this site, please list on a separate sheet of paper in the same format given above.

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