



MASON TOWNSHIP

Cass County, Michigan

17049 U.S. 12, Edwardsburg, MI. 49112

Phone: 269-641-5923 Fax: 269-641-5718

John Brandt – Supervisor - Janet Dull – Clerk - Arlene Chew – Treasurer

Jerry Meyers – Trustee - David Allen – Trustee - LeRoy Krempec – Zoning Administrator

Owner / Non Owner Occupied Dwelling Rental Registration Form

Parcel #: 14-060-

Renter Information	<input type="checkbox"/> New Registration <input type="checkbox"/> Renewal
Name:	Property Information
Location of Unit:	# of Units: # of Years Owned:
Phone:	Single Family: <input type="checkbox"/> Multiple/Duplex: <input type="checkbox"/>
Owner Information	# of Parking Spaces Provided:
Name:	Designated Agent (If Different from Owner)
Address:	Name:
City: State: Zip:	Address:
Home Phone: ()	City: State:
	Zip:
Cellular Phone: ()	Business Phone: ()
E-Mail address:	Cellular Phone: ()
	I hereby swear or affirm that I am the Owner/Agent/Operator of the property listed and that the information on this Application is true.
OFFICE USE ONLY	
Last Comply Day: Zoning:	
Requested Inspection Date:	Signature:
Approved By: Date:	Date:

NOTE:

Mason Township Ordinance requires that you schedule an inspection within 60 days of this registration. Mason Township Ordinance requires that all rental properties must be registered and inspected on a biennial basis. Your inspection fee covers 2 inspections. If additional inspections are needed, a re-inspection fee of \$50 will be required. Any violations noted during an inspection must be corrected within the time set by the Mason Township Building Inspector. **Failure to schedule inspections or make timely repairs will not extend the license period.** Failure to register, schedule inspections, or make repairs is a civil infraction and is punishable by fines up to \$500 in the 4th District Court. If the property has been sold, you must supply the Mason Township Clerk with a copy of the recorded land contract or deed to have your name removed from the Mason Township Records.

1. Additional charge for failure to meet first scheduled appointment: \$25.00
 2. Additional charge for failure to meet second scheduled appointment: \$50.00
 3. Additional charge for failure to meet third scheduled appointment: \$75.00
 4. Additional charge for failure to meet fourth schedule appointment: \$100.00
- *** (Also for each additional after the fourth missed appointment)

(Continued)

BIENNIAL FEES FOR RENTAL STRUCTURES

RESIDENTIAL

Single Family

Registration Fee\$ 50.00
Inspection Fee \$150.00

Multiple Family

First Unit Inspection Fee\$150.00
Each Additional Unit Inspection Fee\$30.00

COMMERCIAL

Registration Fee.....\$50.00
Each Occupancy Inspection Fee \$150.00

I submit that I have read and understand the requirements of The Mason Township Renters Ordinance regarding rental property.

Please Print: Name: _____ Signed Date: _____

Signature of Owner: _____ Agent: _____

Office Use Only

Fee: _____

Date Received: _____

Date Issued: _____

Receipt #: _____