



East Lansing Rental Housing License RENEWAL FORM

NEW FORM!
Please Complete
ALL Fields!

A RENTAL LICENSE INFORMATION

PROPERTY ADDRESS

<input type="checkbox"/> CLASS I	<input type="checkbox"/> CLASS II	<input type="checkbox"/> CLASS III	Date of Expiration	Number of Units	Occupancy per unit
<input type="checkbox"/> CLASS IV	<input type="checkbox"/> CLASS V	<input type="checkbox"/> CLASS VI			

B RESPONSIBLE PARTY INFORMATION/LEGAL AGENT

Full Name

Agent's Drivers License Number Phone

Mailing Address City

E-mail State Zip

C OWNER INFORMATION

Check if Owner Info is the the same as Responsible Party OR if owner info HASN'T changed

Full Name

Owner's Drivers License Number Phone

Mailing Address City

E-mail State Zip

Is the property in an LLC? Yes No If Yes, provide the name

I hereby make application for renewal of a housing license for the above premises and agree to permit Chief Code Official and/or appointees to enter and perform inspections as required by Chapter 7 Article 7 of the Code of the City of East Lansing in the manner permitted by said article. I certify that insurance coverage for structural loss or damage and premises liability for personal injury exits and shall be maintained on the licensed property.

Signature: _____ Date: _____

- IMPORTANT REMINDERS:**
- Submit renewal application 90 Days prior to your license expiring, pay the fees, and schedule an annual inspection.
 - Cancellations with less than 24 hours notice or a "no show" will result in a fee.
 - Contact us at housing@cityofeastlansing.com or submit this form online at cityofeastlansing.com/rentalrenewal

C OFFICE USE ONLY

RECEIVED BY:

Date:

CASH CHECK # _____ AMOUNT: _____

CREDIT CARD _____

DEVLIVERED BY: MAIL IN OFFICE

OFFICE STAMP