

# Non-Owner Occupied Dwelling Registration

City Clerk's Office: 989.759.1480 fax: 989.759.1447  
 1315 S. Washington Avenue, Saginaw, MI 48601

[www.saginaw-mi.com](http://www.saginaw-mi.com)



## Instructions:

- Complete a separate form for each location to be registered. Any future updates in mailing, contact, owner, controller or agent information must be submitted directly to the Clerk's Office within 30 days.
- Applications can be submitted by mail, fax, or in person. Checks payable to: **City of Saginaw**
- If a controller or local agent is designated on this form, a copy of the written agreement must accompany this application.
- Renewal payments are due each year by March 15<sup>th</sup>; there is a 100% penalty for late payments. Proof of annual inspection must be provided with your annual renewal payment.
- If the property has become vacant or has been sold, you must contact the Clerk's Office.

<b>Property Address:</b>		<b>Number of Units:</b>	
<b>Date Property Acquired:</b>		<b>Lease Date:</b>	
<b>Owner Information</b> Should reflect exact name/s on deed to property		<b>Controller Information:</b> business/individual responsible for payments, renewals, certificates and notices.	
Name/s on deed		Business Name	
1.		Individual representing business	
2.		Address	
If deed holder is a business, who is the responsible individual		State	
Mailing address		Zip	
City		Phone number	
State		email	
Zip		<b>Local Agent Information:</b> the business/individual responsible for property maintenance. <u>REQUIRED</u> if deed holder is not located in Michigan	
Primary phone		Business Name	
Secondary phone		Individual Agent's Name	
Email		Address	
Date of Birth		State	
1.		Zip	
2.		Phone number	
Driver's License Number		email	
1.			
2.			
Federal Tax ID Number, if applicable			

## Signature Section

I, \_\_\_\_\_, hereby swear or affirm that I am the OWNER/AGENT/OPERATOR of the above property and that the information contained on this application is true. I also swear or affirm that I am familiar with or have received information on the terms of the City Ordinance that regulates this registration. I hereby agree that in the event my property becomes dangerous as defined by the City of Saginaw Dangerous Building Ordinance, State Law, or the City of Saginaw Housing Code, I give permission for the City, its agents, employees, or representatives, to enter and board the premises or do whatever necessary to make the property secure and safe. I further hold the City harmless from all claims arising out of any actions in relation to the boarding or securing of said premises. I further agree to reimburse the City of Saginaw for all expenses incurred in securing said premises. I also hereby agree to provide all residents with a lease disclosure letter which provides information regarding frequently violated City regulations, and I further agree that each lease or rental agreement entered into for this property shall contain the Crime Free Lease Addendum.

X \_\_\_\_\_ Date: \_\_\_\_\_