

City of Galesburg Rental Registration

Inspection office: 269-729-9244 Fax: 269-729-9254
 Inspection scheduling: 269-729-9244
 Email: athensmi@safebuilt.com
 Website: www.safebuilt.com/locations/athens-office
 Authority: Ordinance 286
 Completion: Mandatory to obtain permit
 Penalty: Permit cannot be issued

Registration fee # of units: _____ x \$35.00 = \$ _____
 Inspection fee # of units: _____ x \$ _____ = \$ _____
 Total fee \$ _____
 Method of payment _____
 Receipt # _____
 Make check payable to **CITY OF GALESBURG.**
 Send registration form and payment for registration and inspection to
SAFEbuilt, Inc.; 107 S. Capital Ave./P.O. Box 190; Athens, MI 49011

Rental address _____ Number of units _____

Owner name _____

Driver's license or state ID number _____

Mailing address _____

Home phone _____ Business phone _____ Mobile phone _____

Email _____ Alternate email _____

Property manager, if any _____

Corporate ID number _____

Resident agent, individual partner, or managing member _____

Mailing address _____

Phone _____ Alternate phone _____

Email _____ Alternate email _____

Zoning district classification _____ Number of off-street parking spaces available for the rental dwelling _____

Location of off-street parking spaces available for the rental dwelling _____

Registration & Inspection Fee Schedule

Initial registration fee by September 30, 2022	\$35/unit
Annual registration fee by June 30 of each subsequent year	\$35/unit
Late application fee (after September 30, 2022; after June 30 in subsequent years)	\$60/unit
Annual inspection fee for 1-2 units at the same property inspected in one visit	\$100/unit
Annual inspection fee for 3-4 units at the same property inspected in one visit	\$90/unit
Annual inspection fee 5+ units at the same property inspected in one visit	\$80/unit
Re-inspection fee	\$50/unit

The undersigned attests to the fact that that the maximum number of tenants allowed to occupy the rental dwelling will not exceed the number permitted by the building code and zoning ordinance. They also agree to register the unit annually. Registration expires on June 30 each year, and renewal shall be made at least 30 days prior to expiration by providing this completed form with the application fee to the Galesburg City Clerk c/o SAFEbuilt. This registration application will be accepted if signed in ink and accompanies the annual registration application fee. The owner and his/her representative(s) authorize and agree to facilitate inspections as required by City ordinance to inspect the premises for compliance. The undersigned understands that the rental inspection ordinance is now in effect and penalties may be imposed for failure to register rental property no later than June 30 each year. In the event of a transfer of ownership, the registration shall expire and the new owner shall immediately submit to the City Clerk c/o SAFEbuilt an application for rental unit registration. Each landlord shall provide a separate annual registration application per address and submit to annual inspections. The owner or legal agent, if any, shall notify the City Clerk or his/her designee of any change of the mailing address or telephone number of the owner or legal agent within ten working days of the date of the changes.

Signature _____ Date

Printed name