



Rental Housing Services  
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## PROPERTY UPDATE & REGISTRATION FORM

(Required by Housing Code, Chapter 105, Section 8:517)

### SECTION 1 - PROPERTY INFORMATION

Property Address: \_\_\_\_\_ Unit Number (if applicable): \_\_\_\_\_

How many units are you renting at this address? \_\_\_\_\_

Does the owner occupy a unit at this address?      Yes      No      Unit Number (if yes): \_\_\_\_\_

### SECTION 2 - OWNER INFORMATION

Owner's Legal Name \_\_\_\_\_ Date \_\_\_\_\_

Owner's Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Owner's Signature (required) \_\_\_\_\_ D.O.B. (required) \_\_\_\_\_

### SECTION 3 - AGENT INFORMATION

(If the owner does not reside or have an office within 25 miles, Housing Code 8:517 requires a registered agent who does.)

Agent's Legal Name \_\_\_\_\_ Date \_\_\_\_\_

Agent's Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Note: Agent agrees to all responsibilities for compliance with the City of Ann Arbor's Housing Code.

Agent's Signature (required) \_\_\_\_\_ D.O.B. (required) \_\_\_\_\_

### SECTION 4 - CORRESPONDENCE

All correspondence pertaining to this property shall be mailed to the (select ONE):

Owner       - OR -      Agent

### SECTION 5 - PROPERTY UPDATES

Was this property purchased within the past (3) three years?      Yes      No (If yes when?) \_\_\_\_\_

Have there been recent renovations to the property?      Yes      No

Describe: \_\_\_\_\_

\_\_\_\_\_

Has the furnace/boiler been cleaned and checked by a licensed contractor in the last 5 years?      Yes      No

**IMPORTANT: Incomplete forms will not be accepted.**