

## Responsibilities of the Rental Property Owner and Local Agent

It is the responsibility of the landlord to register all rental dwellings - including hotels, motels, residential cooperatives, bed and breakfasts and rooming houses – with the city. The owner must also designate a responsible local agent. In most cases, the agent can be the property owner. If the owner does not live within the approved zip code ranges listed below, or does not want to manage the property, a responsible local agent must be designated.

The local agent will be responsible for ensuring conformance with the Housing Code (Chapter 17) and other related City Codes. All notices from the city regarding the rental registration program will be sent to the agent. The agent must ensure the property receives a Certificate of Compliance prior to leasing the property.

Approved Zip Code Ranges for Responsible Local Agent (agent must live or work within these zip codes, or if not listed, be appealed to the City for consideration).

49001-12; 49014-20; 49024; 49026; 49034-35; 49041; 49045-46; 49048; 49050; 49052-53; 49055; 49060; 49062; 49065-67; 49070-72; 49074; 49077-84; 49087-88; 49097

Click here for Rental Registration Application: [Rental Registration Application \[existing\]](#)

The responsible local agent is also responsible to keep all contact information current with the Rental Registration & Certification Program any time such information changes, by completing a new Rental Registration Application (including email addresses and phone numbers). If the owner moves, the City Assessor (269-337-8011) must also be informed.

It is the responsibility of the local agent to schedule all inspections for certification by calling 269-337-8026. Reminder notices about expiring certificates are COURTESY ONLY. The city makes every effort to send expiration reminders out up to 90 days in advance, but ultimately it is the owner or local agent's responsibility to know when certification renewal is necessary and schedule the required inspection.

The *Fee Schedule* for the Rental Registration & Certification Program changes periodically and is designed to encourage owners/agents to take proactive measures to manage and recertify properties. Qualifying properties renewing a certificate prior to expiration certificate **MAY** be eligible for a 40 month Certificate of Compliance.