

155.001 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context indicates or requires a different meaning.

LOCAL AGENT. An individual or company representing the owner. The local agent is responsible for the operation of the owner's residential rental dwelling unit(s) located within the Village of Pinckney.

OWNER. The individual(s), company, corporation, governmental or private agency, or any other entity listed on the recorded deed, or the purchaser under a recorded land contract, and shown as the owner of real property containing one or more residential rental dwelling unit(s).

RESIDENTIAL RENTAL DWELLING UNIT. A distinct individual living quarters within a building intended for occupancy by a person or persons other than the owner and the family of the owner, and for which rent or a remunerations of any kind is paid to the owner. Single-family residences, condominiums, duplex, apartments and rooming houses, may all contain and be classified as **RESIDENTIAL RENTAL DWELLING UNITS.**

(Ord. 110, passed 6-25-2012)

§ 155.002 INITIAL REGISTRATION OF RESIDENTIAL RENTAL DWELLING UNITS.

(A) Within 30 days of the effective date of this chapter, the village shall publish in a newspaper of general circulation, a notice summarizing the registration requirements of this section. The village shall also mail a copy of said notice by first class mail to the owner of record of each property listed in the assessment rolls of the village on the effective date of this chapter as residential property which does not qualify for a 100% homestead property tax exemption.

(B) Within 90 days after the effective date of this chapter, the owner of every building containing a residential rental dwelling unit within the village shall register each such building with the Office of the Clerk by filing a registration form provided by the village. If the owner owns more than one building containing one or more residential dwelling unit, a separate registration form shall be filed for each separate building.

(Ord. 110, passed 6-25-2012)

§ 155.003 REGISTRATION INFORMATION TO BE CONTAINED IN REGISTRATION FORM.

The following information shall be provided on the registration form by the owner:

(A) Owner's name, home address, day and evening telephone numbers and fax numbers and email address;

(B) Local agent's name, home address, day and evening telephone numbers and fax numbers and email address;

(C) Address of the building owned (fee simple or land contract) by the owner containing one or more residential rental dwelling unit(s) including multi-unit buildings in which the owner resides;

(D) The number of identifying address of each residential rental dwelling unit in a building containing more than one dwelling unit;

(E) Signature of owner attesting to the truthfulness of the information provided. If the owner is a company, corporation, governmental or private agency, or any other entity, only a duly authorized officer or administrator may sign the registration form.

(Ord. 110, passed 6-25-2012)

§ 155.004 ISSUANCE OF CERTIFICATE OF REGISTRATION.

(A) The village shall examine each registration form for completeness and, if complete, shall issue a certificate of registration for each residential rental dwelling unit in the building identified in the registration form. The certificate of registration shall be mailed to the owner by the Clerk's Office or their designee. If the registration form is incomplete, the village will make not more than two attempts to contact the owner (by telephone, mail or in person) to have the property complete the registration form.

(B) Failure of the owner to file a complete registration form with the village within the time limits prescribed in this chapter shall constitute a violation of this chapter.

(Ord. 110, passed 6-25-2012)

§ 155.005 FOLLOW-UP REGISTRATION.

After the initial 90 day registration period set forth in § [155.002](#)(B) of this chapter, residential rental dwelling units shall be registered as follows:

(A) Newly constructed residential dwelling buildings or units shall be registered prior to the issuance of a final certificate of occupancy.

(B) A residential rental dwelling/building/units sold, transferred or conveyed shall be registered by the new owner within 30 days of the date of the deed, land contract, or other instrument of conveyance. At that time, the units shall be removed from the previous owner's registration.

(C) Any non-rental residential dwelling unit converted to a residential rental dwelling unit shall be registered prior to the date it is occupied for rental purposes.

(Ord. 110, passed 6-25-2012)

§ 155.006 CHANGES IN REGISTRATION INFORMATION.

If any information on a registration form changes after issuance of a certificate of registration, it shall be the responsibility of the owner or the owner's local agent to notify the village within ten days of the date of the change and to provide correct or updated information in writing within said ten day period.

(Ord. 110, passed 6-25-2012)

§ 155.007 FEES; LATE FEES.

There shall be no fee for the registration, re-registration, or updating of registration information within the allotted time periods. If a residential rental dwelling unit is not registered within the allotted time periods specified herein, then a late fee of \$50 per rental dwelling unit shall be paid by the owner. The late registration fee, however, shall not become effective until 90 days after the effective date of this chapter.

(Ord. 110, passed 6-25-2012)

§ 155.008 MAINTENANCE OF RECORDS.

The Clerk's Office shall be responsible for maintaining and updating all residential rental dwelling unit registration forms and certificates of registration, and for providing a semi-annual report to the Village Zoning Administrator, Director of Public Works, and the Police Chief of the number of residential rental dwelling units in the village. The semi-annual report shall also identify the residential rental dwelling units by the type (single family, duplex, multi-unit, apartment houses, rooming houses, etc.) and the number and type of units added to or deleted from the registration roster since the last semi-annual report.

(Ord. 110, passed 6-25-2012)

§ 155.009 PENALTY FOR FAILURE TO COMPLY.

A person who violates any provision of this chapter is responsible for a municipal civil infraction and shall be subject to payment of a civil fine as specified in § [131.57](#), plus costs and other sanctions for each infraction. Repeat offenses shall be subject to increased fines as provided by [Chapter 131](#) herein. Each day that such violation continues shall constitute a separate violation. Nothing in this section shall be construed to limit the remedies available to the village in the event of a violation by a person of this chapter.

(Ord. 110, passed 6-25-2012)

Disclaimer: This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality. American Legal Publishing provides these documents for informational purposes only. These documents should not be relied upon as the definitive authority for local legislation. Additionally, the formatting and pagination of the posted documents varies from the formatting and pagination of the official copy. The official printed copy of a Code of Ordinances should be consulted prior to any action being taken. For further information regarding the official version of any of this Code of Ordinances or other documents posted on this site, please contact the Municipality directly or contact American Legal Publishing toll-free at 800-445-5588.

Hosted by: American Legal Publishing