

CITY OF BESSEMER

REGISTRATION FORM FOR RESIDENTIAL RENTAL DWELLING UNIT(S)

In accordance with City of Bessemer Ordinance No. 368, all owners of residential rental dwelling units located within the City of Bessemer are required to file a completed registration form. Complete all applicable information and return to the City of Bessemer Code Enforcement Officer, City Hall. Please type or print clearly, in ink. Questions may be addressed to the Bessemer Code Enforcement Officer at (906) 364-1277

A. Owner(s)

Name(s) _____

Home Mailing Address: _____

Phone Number (Day) _____ (Evening) _____

Fax Number _____ E-Mail (Optional) _____

B. Local Agent:

Name: _____

Home Mailing Address: _____

Phone Number (Day) _____ (Evening) _____

Fax Number: _____ E-Mail (Optional) _____

c. Property Information

For each residential rental property owned in fee simple or under a land contract (including a multi-unit building in which the owner lives) provide the property address, the number of residential rental dwelling units in the building and individual unit addresses if applicable. Attach additional sheets if necessary.

<u>Building Address</u>	<u>No. of Units</u>	<u>Address of Each Unit</u>
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I hereby swear or affirm that the above-stated information is true to the best of my knowledge. I understand that failure to register any residential rental dwelling units owned by the undersigned within the City of Bessemer or the submission of false information on this form may result in a fine or imprisonment or both in accordance with the provisions of Bessemer City Ordinance No. 368

Owner's Signature

Date

Title (if applicable)

Company Name (if applicable)

Note: A separate form must be filled out for each separate building that contains one or more residential rental dwelling units.

General Information Regarding Bessemer City Ordinance No. 368 Requiring the Registration of Residential Rental Dwelling Units

DEFINITIONS

Owner. The individual(s), company, corporation, governmental or private agency or other entity listed on the recorded deed or purchaser under a recorded Land Contract as the owner of a property containing residential rental dwelling unit(s).

B. **Local Agent:** An individual or company representing the owner and having a place of residence or business within 30 miles of the rental. The local agent is responsible for the operation of the owner's residential rental dwelling unit(s) located within the City of Bessemer. A local agent is required if:

(1) the owner resides further than 30 miles from the rental dwelling; or

(2) the owner resides further than 30 miles from the rental dwelling for more than 90 days each calendar year.

c. **Residential Rental Dwelling Unit.** 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 remuneration of any kind is paid. Single-family residences, condominiums, duplexes, apartments, and rooming houses may all contain and be classified as residential rental dwelling units.

INITIAL REGISTRATION

Within ninety (90) days of the effective date of this Ordinance, all buildings containing residential rental dwelling units within the corporate limits of the City of Bessemer shall be registered with the Code Enforcement Officer on a form provided by the City. Units must be registered by the owner.

FOLLOW-UP REGISTRATION

Following the initial ninety (90) day registration period, residential rental dwelling units shall be registered as follows:

- A. Newly constructed residential rental dwelling buildings or units shall be registered prior to the issuance of a final Certificate of Occupancy.
- B. A residential rental dwelling building/unit sold, transferred or conveyed shall be reregistered by the new owner within thirty (30) days of the date of the deed, land contract, or other instrument of conveyance. At that time the units will 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.

REGISTRATION INFORMATION

The following information shall be provided by the owner at the time of registration.

- A. Owner's name, home address, telephone numbers, fax number, e-mail address (optional)
- B. Local agent's (if applicable) name, home address, telephone number(s), fax number, and e-mail address (optional)
- C. Address of each building owned (fee simple or land contract) by the owner containing residential rental dwelling unit(s) (includes a multi-unit building in which the owner lives)
- D. The number and identifying address of each residential rental dwelling unit for buildings containing more than one dwelling unit.
- E. Signature of owner attesting to the truthfulness of the information provided. If signed by the owner, said owner being a company, corporation, governmental or private agency, or any other entity, only a duly authorized officer or administrator may sign the registration form.

CHANGES IN REGISTRATION INFORMATION

Changes in the registration information shall be provided in writing to the City of Bessemer Code Enforcement Officer within ten days of the date of the change.

FEES

There shall be no fee for the registration, re-registration, or updating of registration information within the allotted time periods.

PENALTY FOR FAILURE TO COMPLY

Failure to comply with any provision in this Ordinance shall constitute a misdemeanor, which upon conviction thereof, shall subject the violator to a fine of up to Five Hundred (\$500.00) Dollars and/or imprisonment for a period not to exceed ninety (90) days for each offense, or both such fine and imprisonment in the discretion of the Court, together with the costs of such prosecution.

- B. The submission of false information on a residential rental dwelling unit registration form shall constitute a misdemeanor, which upon conviction thereof, shall subject the violator to a fine of up to Five Hundred (\$500.00) Dollars and/or imprisonment for a period not to exceed ninety (90) days for each offense, or both such fine and imprisonment in the discretion of the Court, together with the costs of such prosecution.