



<b>Office Use Only:</b> <b>Fee: \$25 Yearly, Per Unit</b> _____ <b>Date Received:</b> _____ <b>Received By:</b> _____
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Village of Decatur  
114 N. Phelps St. Decatur, Michigan 49045  
269.423.6114 • www.decatarmi.org

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## ANNUAL RENTAL PROPERTY REGISTRATION

Rental Address: \_\_\_\_\_ Account #: \_\_\_\_\_

Property Tax ID #: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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

Property Manager/  
Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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

Present Occupant: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Completion of this form is required by Village of Decatur Ordinance 2024-001 B. The Ordinance states that all rental properties in the Village of Decatur will be registered annually and that a code inspection will be done on each unit every two years by the Building Code Official- SafeBuilt.

All rental properties within the Village limits must be registered annually by July 1. Late fees will be applied to all properties found to be non-compliant after July 1. Newly established rental properties shall be registered within 30 days thereof. Owners of more than one parcel subject to registration requirements must register each parcel separately.

If the status of property ownership or occupancy changes, please contact the Village of Decatur within 30 days.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PLEASE COMPLETE THIS FORM AND RETURN WITH YOUR PAYMENT TO  
VILLAGE HALL AT 114 N. PHELPS ST. DECATUR, MI 49045