

**CITY OF DURAND**  
**RENTAL REGISTRATION/Single Unit**

Rental Property Address: \_\_\_\_\_ Apt# \_\_\_\_\_

**OWNER INFORMATION:**

Building Owner's name: \_\_\_\_\_

Owner's address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EXT: \_\_\_\_\_

Cell # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

**AUTHORIZED AGENT:**

Owner's Agent's name: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Agent's telephone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Office number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Emergency 24-hr. number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**OCCUPANT'S INFORMATION:**

Unit Occupied: YES NO

Rental date: \_\_\_\_\_ Lease term: Monthly Yearly Other

Number of occupants: \_\_\_\_\_

Occupant (s) name: \_\_\_\_\_ Telephone

number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

The owner hereby permits inspections of his/her rental properties by officials or agents of the city and affirms that all tenants of the subject properties have been informed of the regulations contained in this article and of inspections of the rental properties, including common areas, by authorized City officials. All leases executed after the effective date of this article shall contain a provision requiring the tenant(s) to consent to such inspection upon notice as provided in this article.

Amount Enclosed (\$25.00 per unit, checks made out to: City of Durand)

\_\_\_\_\_  
Owner or Legal Representative

\_\_\_\_\_  
Date

**City of Durand**  
**Rental Registration/Inspection Fees**

- Registration:** \$25.00 for the first unit, plus \$10.00 for each additional unit within a single premises, with common ownership and management or within recognized apartment complexes
- Follow up inspections:** \$35.00 initial inspection and one follow-up inspection will be performed without additional fees. In the case on inspecting apartment complexes wither inspections can be scheduled in blocks of 10 or more inspections per visit: \$20.00 per unit. Subsequent, return inspections to ensure compliance shall be charged at the rate of \$25.00/unit per inspection.
- Annual Registration Updates/Amendments:**  
No charge if ownership remains the same.
- Coverage:** The initial fee covers the registration and is valid until the resulting certificate of compliance expires.
- Pro-ration:** There shall be no pro-ration of fees
- Failure to Register:** \$200.00 per unit at single Premises  
\$750.00 at a single premise w/4 to 9 units.  
\$1000.00 at a single premise w/10 or more units.