



# Village of Sand Lake

\* 2 E. Maple Street \* PO Box 139 Sand Lake, MI 49343 \* Phone: (616)636-8854 \* Fax: (616)636-4564 \* [www.villageofsandlake.org](http://www.villageofsandlake.org) \*

## Rental Property Registration Form

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_ Fee: \_\_\_\_\_

1. Rental Property Address: \_\_\_\_\_  
\_\_\_\_\_

Apartment:

Rental Home:

2. Number of Apartments/Units: \_\_\_\_\_

3. All Apartments/Units Occupied?  Yes  No

4. Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

5. Property Owner Address: \_\_\_\_\_  
\_\_\_\_\_

6. Property Manager or Agent Name: \_\_\_\_\_

7. Property Manager or Agent Phone #: \_\_\_\_\_

8. Manager or Agent Address: \_\_\_\_\_  
\_\_\_\_\_

**NOTE: Ordinance 06-14 passed in August of 2006 requires all rental properties located in the Village of Sand Lake to be registered with the Village. The law also requires inspections of those rental properties for health and safety issues.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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**Village Office Use Only**

Date of Scheduled Inspection: \_\_\_\_\_

Time of Scheduled Inspection: \_\_\_\_\_

Official/Officer Conducting Inspection: \_\_\_\_\_