

**INSTRUCTIONS FOR LANDLORD REGISTRATION/
LICENSING OF RENTAL PROPERTIES**

License Requirement:

1. The Owner of every Residential Rental Unit is required to apply for and obtain a license for each Residential Rental Unit. The cost of a license is \$25/unit if registered within the Township by April 1 of the relevant year. The cost of the license will be \$50/unit if registered during the remaining months of the relevant year. A license is required for all Residential Rental Units whether occupied or not.

Registration:

1. Registration information must be provided by all Owners on the attached Landlord Registration Form and submitted to the Forks Township Code Enforcement Officer by April 1 of the license year.
2. It is the responsibility of all Owners to notify Forks Township within 10 days of any purchase or transfer of a Residential Rental Unit.
3. The Owner of a Residential Rental Unit will notify Forks Township within 10 days of a new Tenant occupying, renting or residing in the Residential Rental Unit.



LANDLORD REGISTRATION FORM

TOWNSHIP OF FORKS

PROPERTY OWNER: _____

ADDRESS: _____

PHONE: _____

PROPERTY MANAGER: _____

ADDRESS: _____

PHONE: _____

PROPERTY ADDRESS: _____

UNIT NUMBER: _____

EMERGENCY CONTACT NUMBER: _____

CURRENT TENANT NAME: _____