



Village of  
Lake Isabella

1010 Clubhouse Drive  
Lake Isabella, MI, 48893  
989.644.8654  
office@lakeisabellami.org  
www.lakeisabellami.org

**CODE ENFORCEMENT DEPARTMENT  
APPLICATION FOR RENTAL HOUSING LICENSE**

Please complete all of the information below, and sign the application. This form must be resubmitted annually to apply for renewal of any existing license. By signing this form, the owner/agent acknowledges they have read the informational brochure regarding the rental housing inspection program.

**Type of Application:**     New Registration                       Annual Renewal  
    Owner/Agent Contact Information Update

**Section 1. Property Information**

1.1 Physical Address of Rental: \_\_\_\_\_

1.2 All licenses require the owner/agent to furnish solid waste collection to the rental property; or the tenant must agree to be responsible for solid waste collection service:

Responsible Party:                       Landlord/Agent                       Tenant

If the tenant has accepted responsibility for solid waste service, this section requires the signature of the tenant and notarization of such. A notary is available free of charge at the Village Hall.

<p>X\ _____ Tenant</p>	<p>X\ _____ [ _____ ] [ _____ ] [ _____ ] [ _____ ] [ _____ ]</p>
----------------------------	---

**Section 2. Owner Information**

2.1 Name: \_\_\_\_\_

2.2 Date of Birth/Incorporation: \_\_\_\_\_

2.3 Mailing Address: \_\_\_\_\_

2.4 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

2.5 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

2.6 E-mail: \_\_\_\_\_

2.7 Are you acting as your own property manager?     Yes                       No  
(If No, Please Complete Section 3)

**Section 3. Agent Information**

---

I, *(Owner's Name)* \_\_\_\_\_, do hereby designate the following as my agent and property manager, my agent understands they are responsible for ensuring compliance with the Village of Lake Isabella Rental Housing Code on my behalf:

- 3.1 Name: \_\_\_\_\_
- 3.2 Date of Birth/Incorporation: \_\_\_\_\_
- 3.3 Mailing Address: \_\_\_\_\_
- 3.4 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- 3.5 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_
- 3.6 E-mail: \_\_\_\_\_
- 3.7 Agent Signature: \_\_\_\_\_

**Section 4. Information and Submittal**

---

**Fees:** The application and renewal fee for a rental housing license is \$20.<sup>00</sup>, payable to the Village of Lake Isabella.

**Scheduling an Inspection:** Please indicate days and times between 9AM and 4PM, Monday through Friday that you are available to be present for the license inspection:  
***(The owner, agent, or tenant must be present at the time of inspection)***

**Day:**  Monday  Tuesday  Wednesday  Thursday  Friday

**Time:**  9:00/9:30  9:30/10:00  10:00/10:30  10:30/11:00  11:00/11:30  
 12:30/1:00  1:00/1:30  1:30/2:00  2:00/2:30  2:30/3:00  
 3:00/3:30  3:30/4:00

**Acknowledgments: By signing and submitting this application,**

- I/We acknowledge, as rental property owner(s), that it is my/our responsibility to ensure that the rental property is maintained in a habitable condition that satisfied the requirements of the Village of Lake Isabella rental housing code at all times.
- I/We acknowledge that it is my/our responsibility to inform the Village, by resubmitting an Application for Rental Housing License of change in the owner or agent's contact information.
- I/We acknowledge that it is my/our responsibility to complete all necessary repairs, and that the Village of Lake Isabella, its agents, assigns, and employees are in no manner responsible for the upkeep of my/our rental property.
- I/We acknowledge that the Village of Lake Isabella is in no manner liable or otherwise responsible for any failure of my/our rental property to be safe and habitable at any time.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Floor Plan Scale Drawing

***(If this is a renewal of an existing license, and no changes have occurred to the floor plan, simply write "no changes" in the box.)***

This drawing and the confirmed measurements during the on-site inspection shall be used to determine the **maximum occupancy** of the rental property.

**Maximum occupancy** is based on habitable floor space, found in the following rooms as shown in the chart below:

Space	Minimum Floor Area in Habitable Square Feet		
	1 Occupant	2 to 5 Occupants	6 or more Occupants
Living Room	100	120	150
Dining Room	60	80	100
Kitchen	50	60	80
Bedrooms	Every bedroom occupied by 1 person shall contain at least 70 square feet of habitable floor area. For each additional person, the bedroom shall contain no less than 50 square feet of habitable floor space.		

**Habitable Floor Space** is defined as: *Space in a structure with a minimum clearing from floor the bottom of the ceiling of seven feet (7') for living, sleeping, eating or cooking. Bathroom, toilet rooms, closets, hallways, storage, utility spaces, and similar areas shall not be considered habitable floor space.*