



Village Of Lawrence
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Rental Property Registration and Responsible Party Assignment Policy

All commercial and residential rental dwelling units shall be registered with the Village of Lawrence. Rental property owners shall be held responsible for filing proper forms and paying appropriate registration fees within at the Village Hall or a fee determined by the Village Council from time to time will be assessed.

Property owners shall provide all requested information per the standard rental property registration form available at the Village Hall. Property owners will also be responsible for payment of a registration fee per the Village fee schedule. The rental registration form shall be updated periodically at the request of the Village Hall or the property owner.

Assuming a property owner has filed appropriate registration paperwork and paid registration fees in accordance with the aforementioned rental registration policy, an affidavit pursuant to PA 178 (MSA 121.161 et Seq.) may be filed by the property owner to notify the Village Council of assignment of responsibility of the water and sewer payments to the renter. To successfully assign the renter full responsibility, property owners must complete the required "Responsible Party Form: Water & Sewer Payment," available at the Village Hall. The property owner must also select one of the two responsibility options per the form and pay the corresponding fee, if applicable.

Should the property owner assign full responsibility to the renter, a deposit per the Village fee schedule is required before water service will be initiated. In this case, any unpaid water or sewer bill will be the responsibility of the tenant and by law cannot be added to property's annual Village tax roll. In order for the affidavit to remain valid, it should be stated that the property owner must notify the Village twenty (20) days in advance of any cancellation, change in or termination of the lease agreement.

Policy adopted by the Village of Lawrence Council on this 14th day of July, 2009.

Village Clerk _____