



Dear Non-Owner Occupied or Rental Property Owner:

Please be advised effective January 1, 2019 the Manitowoc Common Council under Chapter 16, Section 16.140, of the Municipal Code has created a Residential Rental Registration Program. The purpose of the ordinance is to build a catalog of rental properties within the City of Manitowoc to ensure that the City has a meaningful, efficient and effective means of communicating with property owners. MMC 16.140(4) requires owners of residential rental dwellings within the City to complete the residential rental contact registration by March 1, 2019 for rental units owned as of January 1, 2019, or within 30 days of full or partial occupancy of new construction or the creation of a rental unit. This registration must be updated within 30 days of a change. Failure to register by the deadlines set forth in MMC 16.140 shall subject the property owner to a forfeiture of not more than \$100 per rental dwelling unit. Each week of noncompliance is treated as a separate offense.

The residential rental contact registration is available online at www.manitowoc.org/rentalregistration. The registration form can also be obtained at the Division of Life Safety & Neighborhood Services at 900 Quay Street Monday-Friday 7:30 am-4:00 pm. MMC 16.140 is available online at www.codepublishing.com/WI/Manitowoc or by clicking on the "Municipal Code" icon located on the City's website, www.manitowoc.org.