



For Conversion of Dwelling Units

If you wish to convert the number of dwelling units on the Assessor's Office records, please complete the following information. We will update our records based on the request, which will be subject to verification. A copy of this form will be forwarded to the Code Compliance Office and Planning Department.

Warning: Filing this form may constitute the waiving of your property's current multi-unit zoning status. In order to regain this status, your property may need to re-qualify for multi-unit use. Please contact the Planning Department at 616-456-4100.

Ordinance No. 2014-77 makes it a criminal misdemeanor offense to provide false information on any form required to be filed with the City Assessor. Offenses will be prosecuted in the 61st District Court.

Parcel number: 41- - - -

Property address: _____

Previous number of dwelling units: _____

Current number of dwelling units: _____

If this is an owner occupied property, you may need to complete a new [Principal Residence Exemption Affidavit](#) to correct the percentage of the property you are now occupying.

Owner's name (print): _____

Daytime phone #: _____

Mailing address if different than above: _____

Owner's signature: _____