



Building & Planning
 3338 Coolidge Hwy
 Berkley, MI 48072
 248-658-3320
 Fax: 248-658-3301
 www.berkleymich.org

CITY OF BERKLEY, MICHIGAN

RENTAL APPLICATION

Rental Address _____ Sidwell _____

Number of Units: Residential _____ Commercial _____ Zoning _____

Owner Information

Name _____

Address _____ City _____ State _____

Zip _____ Day Phone _____ Evening Phone _____

Drivers License # _____ Date of Birth _____

Agent Information (if applicable)

Name _____

Address _____ City _____ State _____

Zip _____ Day Phone _____ Evening Phone _____

Tenant Information

Name _____ Day Phone _____

BIENNIAL FEES FOR RENTAL STRUCTURES

<u>RESIDENTIAL</u>	<u>COMMERCIAL</u>
Single Family Inspection Fee: \$180 Registration Fee: \$60	Each Occupancy Inspection Fee: \$180 Registration Fee (Each Unit): \$60
Multiple Family First Unit Inspection Fee: \$180 Each Additional Unit Inspection Fee: \$35 Registration Fee (Each Unit): \$60	

Berkley City Code requires that you schedule an inspection within 60 days of this registration. Berkley City Code requires that all rental properties must be registered and inspected on a biennial basis. Your inspection fee covers 2 inspections. If additional inspections are needed, a reinspection fee of \$30 will be required. Any violations noted during a city inspection must be corrected in a timely manner. **Failure to schedule inspections or make timely repairs will not extend the license period.** Failure to register, schedule inspections, or make repairs is a civil infraction and is punishable by fines up to \$300 at 44th District Court.

If the property has been sold, you must supply this department with a copy of the recorded land contract or deed to have your name removed from our records.

I have read and understand the requirements of Berkley City Code regarding rental property.

 Signature of _____ Owner _____ Agent

 Please PRINT Name Signed _____ Date

Refund Policy: If a rental license is cancelled prior to inspections being completed and within 60 days of registering the property, the City will refund the owner \$180. If inspections have been completed, no refund will be given.

Office Use Only

Fee _____ Date Received _____ Issued _____ Receipt # _____ Expires _____



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CITY OF BERKLEY, MICHIGAN RENTAL INSPECTION CHECKLIST

This document is for reference only. These are some of the items which will be evaluated during your rental inspection. Does your rental property stack up to the City of Berkley minimum code housing standards?

- Does the structure have adequate and safe electrical service?
- Is the plumbing in good repair?
- Is the heating system in safe working order?
- Is the chimney in good repair?
- Are the walls, ceiling, floors and floor coverings in good condition without cracks or holes?
- Windows:
 - Are there storm windows and screens in all window frames?
 - Are window frames rotted, unpainted, in disrepair?
 - Are there any missing, broken or cracked windows?
 - Do windows need caulking?
- Are there screen/storm doors on the front and rear of the rental units?
- Are solid entrance doors in good condition with proper security locks?
- Are all porches, steps, skirting of the house and other wood on the exterior rotted, in disrepair? Or in need of paint? Are railings secured?
- Does the roof leak?
- Are the rain pipes in good repair?
- Is the structure free of roaches and rodents?
- Is the garage or shed rotted, open, filled with debris, in need of roofing or paint?
- Are the surrounding grounds free of trash, abandoned vehicles, vehicle parts and overgrown weeds and grass?
- Are fences and gates in good condition and working order?
- Are sidewalks surrounding the property in good shape and not a danger to walk over?
- Is there wood and miscellaneous trash stored under the structure, in the basement, in the attic, or in the garage creating a rodent haven and health hazard?
- Are there sufficient trash containers?
- Is there a smoke detector in each residential unit of the dwelling? Is there a minimum of one smoke detector per floor? Is there one smoke detector in each bedroom?