

**CITY OF LAPEER  
RENTAL REGISTRY APPLICATION**

Please return this application to:

BUILDING DEPARTMENT  
111 HOWARD ST  
LAPEER, MI 48446  
Phone: 810-245-9621 Fax: 810-245-1961  
Email: building@ci.lapeer.mi.us

___/___/___ PAID
___/___/___ EXPIRES
_____ CERT #
_____
_____
___/___/___ MAILED
Office use

**PROPERTY INFORMATION:**

Property Address: \_\_\_\_\_  
(Street Number and Street Name)

# of units: \_\_\_\_\_ if multiple unit building, # of common area spaces: \_\_\_\_\_

**OWNERSHIP INFORMATION:**

Name of Owner: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

Address (correspondence sent to) \_\_\_\_\_  
(Street Number and Street Name)

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

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

**PROPERTY MANAGER INFORMATION:** (if applicable)

**Note:** This information is required if the owner resides outside of Lapeer County.

Name of Manager or Responsible Party: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

Manager's Mailing Address: \_\_\_\_\_  
(Street Number and Street Name)

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

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## **COMPLIANCE:**

### **CITY OF LAPEER HOUSING ORDINANCE:**

The entire ordinance can be found on the City website [http://www.ci.lapeer.mi.us/plz\\_ordinances.htm](http://www.ci.lapeer.mi.us/plz_ordinances.htm) Chapter Nine.

#### **SECTION 9.200 ADMINISTRATION, ENFORCEMENT AND PENALTY**

##### **9.226 REGISTRATION INFORMATION**

Application for registration shall be made on such forms and in accordance with such instructions as may be provided by the City's Building Department and shall include:

- (A) The address of the rental dwelling or rooming dwelling
- (B) The total number of dwelling units or room units
- (C) The identification of each dwelling unit by letter or number
- (D) The name, residence address, business address, business telephone number of the property owner
- (E) The name, residence address, business address, business telephone number of a responsible party if other than the owner
- (F) The address where the Owner/responsible party will accept notices or orders from the City
- (G) The date of registration
- (H) Identification of any dwelling unit or rooming units not to be rented
- (I) Date of birth of the owner
- (J) Date of birth of the responsible party
- (K) Tenant's name and apartment (unit) number

##### **9.228 REGISTRATION FEES**

Fees for registration required by this Ordinance and all administrative fees shall be in accordance with the fee schedule adopted by the City Commission of the City of Lapeer and are not subject to appeal to the Housing Board of Appeals.

##### **9.231 CERTIFICATE OF COMPLIANCE**

- (H) A certificate of compliance shall expire one year from the date of its anniversary date, unless an exemption is granted per Section 9.201

##### **9.201 BASIS OF INSPECTIONS**

(J) Exemptions:

- (1) All newly constructed rental dwelling units shall be exempt from annual inspections for a period of two years from the issuance of certificate of occupancy.
- (2) All existing rental dwelling units which have been inspected and certified as being in compliance of this Housing Ordinance, shall be certified for a period not to exceed two (2) years. Compliance shall mean that no violations of this Housing Ordinance exists that would require a re-inspection
- (3) Any exemption as set forth above may be revoked, restricted or modified by the Housing Official for violations of this ordinance. An owner may appeal a loss of exemption to the Housing Board of Appeals....

##### **9.202 RE-INSPECTION**

If said dwelling unit or dwelling does not comply with the Housing Regulations, the Housing Code Official shall notify the applicant and re inspect the dwelling or dwelling unit for compliance within a reasonable time considering the circumstances, but not to exceed ninety (90) days. The method for determining the conditions that require re-inspection will be determined on the severity of the non-compliant conditions.

##### **9.203 FEES FOR INSPECTIONS AND RE-INSPECTIONS**

Fees for inspections and re-inspections required by this Ordinance and all administrative fees shall be in accordance with the fee schedule adopted by the City Commission of the City of Lapeer and are not subject to appeal to the Housing Board of Appeals.

**By affixing my signature on this application I understand the rental unit(s) will be inspected for compliance with the City of Lapeer Ordinances, State of Michigan & International Property Maintenance Code and Uniform Fire Prevention Codes. Specifically, but not limited to, the following interior and exterior requirements contained on the checklist.**

## **Check List:**

### **Section I. Detectors**

#### **A. Smoke Detectors**

The following smoke alarm requirements:

\_\_\_\_\_ Each room used for sleeping purposes contains a smoke alarm.

\_\_\_\_\_ The ceiling or wall in the immediate vicinity outside each separate sleeping unit contains a smoke alarm.

\_\_\_\_\_ There is a smoke alarm on each story of the dwelling unit, including the basement. *(This does not include crawl spaces and uninhabitable attic spaces.)*

#### **B. Carbon Monoxide Detectors**

The following carbon monoxide detector requirements:

\_\_\_\_\_ Where the property was constructed before January 1, 2008, there is a carbon monoxide detector within each dwelling or sleeping unit on the lowest story having a sleeping area. i.e.: within vicinity outside bedrooms

\_\_\_\_\_ Where the property was constructed after January 1, 2008, there is a carbon monoxide detector within each dwelling or sleeping unit on the lowest story having a sleeping area, **AND** there is a carbon monoxide detector within each dwelling or sleeping unit, on each story where there is a carbon monoxide source. A carbon monoxide source includes all fuel fired and solid fuel burning appliances, equipment, devices and systems; fireplaces; garages; all motor vehicle enclosed areas; and all appliances, equipment, devices and systems that may emit carbon monoxide.

### **Section II. Exterior of the Dwelling**

The exterior of the dwelling, including, but not limited to the following exterior areas and structures named:

\_\_\_\_\_ All foundation walls of buildings /structures, exterior stairs, porches and railings are in good repair and structurally sound. i.e.: graspable handrails installed, structure free of holes, cracks, and capable of supporting imposed loads as well as meet International Building Code requirements.

\_\_\_\_\_ All exterior walls, roofs, and all openings around doors, windows, chimneys, and all other parts of the structure are weather proof and weather tight, and there are no parts of the structure that show evidence of wet/dry rot or other deterioration. i.e.: to keep water from entering the structure and prevent undue heat loss. Exterior faucets have a back flow preventer.

\_\_\_\_\_ All exterior wood surfaces have a protective coating to prevent deterioration.

\_\_\_\_\_ All structures/buildings are free of loose overhanging objects. All exterior walls, roofs, and other parts of the structure are free from loose and unsecured objects and materials.

### **Section III: Interior of the Dwelling**

The interior of the dwelling, including, but not limited, appliances and other interior structures:

\_\_\_\_\_ In the area of the cellar/basement and laundry: appliances such as the dryer, furnace, hot water tank, are code compliant. i.e.: dryer vent smooth bore piping, back flow preventer laundry tub. The basement stairs are structurally sound, free from defects and deterioration with a graspable handrail. Areas/appliances are clean and sanitary condition, and function for which they were designed.

\_\_\_\_\_ In the area of the kitchen: ceilings, floors, cabinets, stove, refrigerator, hood/fan, sink, faucet, trap, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used. i.e.: GFCI compliant, venting under sinks

\_\_\_\_\_ In the areas of the living room dining room, family room, and halls: walls, ceilings, floors, windows, doors, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.

\_\_\_\_\_ In the area of all bathrooms: the walls, ceilings, floors, shower, bath, toilet, vent, fan, sink, faucets, traps, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used. i.e.: GFCI compliant, venting under sinks

\_\_\_\_\_ Have a licensed mechanical contractor clean and tune furnace. Check steady state efficiency of the heating appliance as well as checks for safe operation and no trace of carbon monoxide. Provide a report to the City of Lapeer Building Department. Section 603.2 IPMC

**In Addition:**

\_\_\_\_\_ If I require a re-inspection by the City of Lapeer, I understand that I am required to call the Building Department to schedule a re-inspection.

\_\_\_\_\_ There are no pending Nuisance Abatement Proceedings or orders of closure on this property

**APPLICATION/CERTIFICATION FEE:**

One Family Unit = \$125.00

Two or more Family Units = \$125.00 + \$40.00 per unit

Common Area = \$40.00 per space

Please note:

If there are violations resulting in the delay of approval for certification there may be an additional \$75.00 re-inspection fee for the 1<sup>st</sup> unit and a \$25.00 fee for each additional unit.

Payment may be made at the office or by mailed check payable to the CITY OF LAPEER. Please remember to schedule an inspection. In order for the Rental Registry Certificate to be issued an inspection must be performed & the property deemed code compliant. After the rental unit is certified a Rental Registry Certificate will be mailed or emailed to the owner with the Certificate Number, Property Address and Date of Expiration.

Print Name: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE RETURN ALL PAGES WITH THE SIGNED APPLICATION. THANK YOU.**

Per City Ordinance please fill in the following information:

<b>Unit Address with Number &amp;/or Letter</b>	<b>Tenants Name</b>	<b>Cost</b> *unit 1 enter \$125 **additional unit(s) enter \$40 ***additional common area (shared-- laundry, pool, basement, clubhouse) enter \$40
<i>Example: 123 Tree Lane Unit 1</i>	<i>John Smith</i>	<i>125.00</i>
<i>123 Tree Lane Unit 2</i>	<i>Jane Doe</i>	<i>40.00</i>
<i>123 Tree Lane Common</i>	<i>Laundry Area (basement)</i>	<i>40.00</i>
ENTER TOTAL OF COST COLUMN HERE →		\$ .