

**CHARTER TOWNSHIP OF CLINTON  
RESIDENTIAL RENTAL PROPERTY  
APPLICATION**

Revised 11-4-11

Rental Property Address \_\_\_\_\_

Name of Condo/Apartment Site \_\_\_\_\_

Building # \_\_\_\_\_ Number of Rental Units Per Building \_\_\_\_\_

Cross Roads \_\_\_\_\_

Type of Rental Unit:  Single Family Home  Detached Condo  Single Family Attached Condo  
 Duplex/Two Family Bldg.  Apartment Bldg.

Date this address became a Rental Property \_\_\_\_\_

Occupant Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Date of Inspection \_\_\_\_\_

For Office Use Only: Rental Permit # \_\_\_\_\_

Receipt # and Date \_\_\_\_\_

**Property Owner**

**By signing the application you acknowledge responsibility for ensuring all furnaces and cooling units are functional, maintained, safe, in good repair by means of, at a minimum, an annual inspection by a licensed heating and cooling company, making any necessary repairs, and the installation of a UL2034 carbon monoxide alarm in the immediate vicinity of all bedrooms has been done.**

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

Address \_\_\_\_\_

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

Date of Birth or \_\_\_\_\_

Driver's License # \_\_\_\_\_ Phone # 1. \_\_\_\_\_

Signature \_\_\_\_\_ Phone # 2. \_\_\_\_\_

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**Property Manager (if applicable)**

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

Address \_\_\_\_\_

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

Driver's License # \_\_\_\_\_ Phone # 1. \_\_\_\_\_

Signature \_\_\_\_\_ Phone # 2. \_\_\_\_\_

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**Authorized Representative (Repairs or Service)**

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

Address \_\_\_\_\_

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

Phone # 1. \_\_\_\_\_ Phone # 2. \_\_\_\_\_

# INSPECTION FEE CALCULATION WORKSHEET

## 1. Single Family Home

Number of single family rental houses \_\_\_\_\_ x \$100.00 = \$ \_\_\_\_\_

## 2. Detached Condo

Number of detached single family rental condos \_\_\_\_\_ x \$100.00 = \$ \_\_\_\_\_

## 3. Single Family Attached Condo

Number of attached single family rental condo units \_\_\_\_\_ x \$100.00 = \$ \_\_\_\_\_

## 4. Duplex/Two Family Building - \$200.00 per two family building, if both sides are rented.

Number of two family rental buildings \_\_\_\_\_ x \$200.00 = \$ \_\_\_\_\_

*If owner occupies one unit of a two family dwelling, please register the property as a single family home in item #1. If duplex is located on two separate parcels, please register as two (2) single family homes in item #1.*

## 5. Apartment Building

Registration Fee Per Bldg. \$100.00 = \$ \_\_\_\_\_

A separate application must be completed for each building.

Units To Be Inspected \_\_\_\_\_ x \$50.00 each = \$ \_\_\_\_\_  
Refer to Fee Schedule

Apartment Building Total = \$ \_\_\_\_\_

**FINAL TOTAL** \$ \_\_\_\_\_

Note: Re-inspection fees per unit: \$40.00 (for third inspection and all subsequent inspections as may be required to bring into compliance.)

**Charter Township of Clinton**  
**Residential Rental Program**  
**40700 Romeo Plank Road**  
**Clinton Township, MI 48038**

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**OWNER/AGENT CHECKLIST**

The following checklist outlines the rental registration process. Please use this checklist as your guide to obtaining the Rental Registration License required by Clinton Township Ordinance No. 357.

**I. APPLICATION FOR LICENSE**

- \_\_\_ Complete the Residential Rental Property Application provided.
- \_\_\_ Calculate the registration fee due, by completing the Inspection Fee Calculation Worksheet provided.  
**Make your check payable to the Charter Township of Clinton.**

**II. INSPECTIONS**

- \_\_\_ After the Building Department receives the application and registration fee, the property owner will be responsible for obtaining permission from the tenant for the inspections. Inspection times are arranged during the hours of 9:30 a.m. to 12:00 p.m. or 1:00 to 3:30 p.m. Monday through Friday. There must be an adult present at the property for the entire time block to allow the Inspector to gain entry.
- \_\_\_ If violations are cited, a copy of the inspection report will be left on site or mailed to the property owner indicating needed repairs. If you have any questions regarding the violations, please call the Inspector listed on the report at 586-286-9323, between the hours of 8:30 and 9:30 a.m. or 3:30 and 4:30 p.m. Monday through Friday.
- \_\_\_ Review the violation list, and correct the cited violations. Please note that there will be a specific time frame in which the violations will need to be corrected. Before making any corrections, please review the inspection report carefully to determine if a licensed contractor is required to obtain a permit for the repairs. (State Law requires all non-owner occupied Mechanical, Electrical and Plumbing, and some building project work, to be done by a State licensed contractor.
- \_\_\_ Schedule a follow up inspection after the correction of the cited violations. You will not be charged for the re-inspection, but if the violations are not complete, or entry is not possible, another inspection needs to be scheduled. There will be a \$40.00 fee charged to the owner. You will be asked to provide permit numbers for any repairs requiring permits.
- \_\_\_ Obtain final approval from the Township Inspectors if permits are required.

**III. CERTIFICATION**

- \_\_\_ Once you have received final approvals from the Building Department, you will receive a Rental License, which will be valid for two (2) years from the date of approval..
- \_\_\_ After 2 years, this registration process must be repeated. You will be contacted by mail two weeks prior to the expiration date.

**FAILURE TO COMPLY WITH ANY PORTION OF THE ORDINANCE WILL NECESSITATE LEGAL ACTION.**