

Received by Bldg Dept. _____

Date: _____

Residential Rental Property Registration Application
City of Eastpointe, 23200 Gratiot Ave Eastpointe, MI 48021
Telephone # 586-445-3661 x 2214 or 2240

In accordance with Chapter 10 of the Codified Ordinances of the City of Eastpointe, the following application is submitted to register rental property:

Property Address: _____

Include the street address, apartment number, number of residential rental unit(s)

Type of Rental Unit: _____ Single Family _____ Two Family _____ Multi-Family

Occupant Name: _____ **Phone:** _____

OWNER INFORMATION: Name of Property owner: _____

Address of Property Owner: _____ **Email:** _____

City, State, Zip code: _____

Home/Office Phone # _____ Cell Phone # _____

Michigan Driver's License # _____ Date of Birth _____

P.O. Box _____
Check box if you wish to receive your mail at a PO Box instead of address

AGENT INFORMATION: Name: _____

Address of Agent: _____ **Email:** _____

City, State, Zip Code: _____

Home/office phone # _____ Cell phone # _____

Michigan Driver's License # _____ Date of Birth _____

P.O. Box _____
Check box if you wish to receive your mail at a PO Box instead of address

Is the house currently occupied? Yes No:

The applicant acknowledges responsibility for complying with the ordinances regarding rental property in the City of Eastpointe. If the application is submitted by an agent, the agent must notify the city in writing if their management agreement is terminated. The applicant acknowledges receipt of a copy of the ordinances regarding rental registration and certification requirements and has notified the occupants/tenants of the applicable ordinances.

Signature of Owner or Agent: _____ Date _____

Print Name: _____

Receipt of form will not be acknowledged unless all information is provided

Rental property Address: _____

Single Family	\$135.00*	
Late fee (21 day grace period)	25.00	\$ _____
Duplex (2-family)	210.00*	
Late fee (21 day grace period)	50.00	\$ _____
Multi-Family Building	105.00* per unit	
Late fee (21 day grace period)	25.00 per unit	\$ _____
Failure to certify rental property within 120 days of expired certificate:	\$250.00 per unit	\$ _____
Failure to register property as a rental:	\$250.00 per unit	\$ _____
Final Amount Due:		\$ _____

***This fee includes registration fee and first inspection — Second inspections are \$50.00; 3rd or more \$100.00.**

The fees for multi-family buildings considers that the inspections are done at the same time. Additional fees are charged if units are inspected separately.

It is the property owners or agents responsibility to make sure an adult is present at the scheduled time of inspection to allow the inspection entry. If the inspector arrives for an inspection and is not able to perform the inspection because no-one is home, or the occupant does not hear the inspector, there will be a \$35.00 fee charged to reschedule the inspection.

The owner must reside within 25 miles of the City, or designate a local agent who must reside or do business within 25 miles from the City with a local address and telephone number.

The City has no obligation to send notices regarding expiring certificates, over-due re-inspections, late fees, registration fees, etc. The owner or agent is required to keep track of the status of rental units in the process.

Suspension or revocation of license

If the building official determines that any person has failed to comply with this chapter, or any applicable city or state code or ordinances, the building official may suspend or revoke the license held by that person.

Action to enforce compliance with the codes and ordinances may include the city correcting the violation and charging the property owner cost plus 10%.

Owner or Agent must file a renter's report with building department (form available on website or at city hall) New section added to ordinance regarding occupant disruptive conduct (see ordinance for details)

Fees may be changed from time to time by the City Council.

Date of form: 12/2015