

Cert # \_\_\_\_\_

Amt Paid: \_\_\_\_\_



**(RENTAL) CERTIFICATE OF COMPLIANCE**



**CITY OF HARPER WOODS**

19617 Harper Avenue, Harper Woods, MI 48225 \* 313.343.2526 \* fax/313.343.2519 \* email: [building@harperwoods.net](mailto:building@harperwoods.net)

RENTAL PROPERTY ADDRESS \* \_\_\_\_\_

NUMBER OF UNITS \* \_\_\_\_\_

**NOTE:** Rental Unit is defined as any dwelling unit which is not occupied by the owner.

**Property Owners Name:** \* \_\_\_\_\_

*(If Corporation or Joint Ownership, give name of principal officer or Resident Agent on reverse side)*

Owners address: \* \_\_\_\_\_

Telephone: \* \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \* \_\_\_\_\_

Driver's License Number: \* \_\_\_\_\_ State: \* \_\_\_\_\_ Date of Birth: \* \_\_\_\_\_

**SIGNED** \* \_\_\_\_\_ **DATE:** \_\_\_\_\_

I hereby certify that I am the owner, or land contract purchaser for the above rental or non-owner-occupied property location. Application is hereby made for Rental Certificate of Compliance. Article IV of the City of Harper Woods Code of Ordinances requires periodic registration and inspection of rental properties and payment of all fees.

**Sec. 11-73(14) General Liability Insurance – Evidence of current valid general liability insurance minimum coverage of \$300,000, shall include coverage for fire damages.** A copy of the certificate of insurance must be provided to the city each year upon renewal. If the coverage changes during the term of the certificate, a new declaration shall be delivered to the city at least ten (10) days prior to the change date. Effective 8/11/2014 - **PROOF OF INSURANCE (COPY OF DECLARATION SHEET) MUST BE PROVIDED prior to issue AND WILL BE KEPT ON FILE**

**\* INDICATES REQUIRED FIELDS**

**NOTE:** Pursuant to Section 11-73(10) of the City of Harper Woods Code of Ordinances, "A local agent for every unit is required if an owner does not reside in Wayne County or any adjoining county. The owner is required to notify the city of the identity and contact information of the designated agent".

**Local Responsible Party's Name:** \_\_\_\_\_

*(Responsible Party) (If Corporation or Joint Ownership, give name of principal officer or Resident Agent on reverse side)*

Local Agents address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Local Agent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(SEE INVOICE FOR AMOUNT DUE - CHECKS PAYABLE TO: CITY OF HARPER WOODS)**

**MUST INCLUDE COPY OF DRIVER'S LICENSE OF OWNER OR OWNER'S DESIGNATED AGENT LISTED ON APPLICATION**

**PROPERTY OWNER INFORMATION (Corporate Information)**

(If Corporation or Joint Ownership give name of principal officer or Resident Agent)

Property Owners Name: \_\_\_\_\_

Owners address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Invoice Information**

**Late Fee WILL BE ASSESSED if the application and fee are not received before the current expiration date, if the renewal is not completed within thirty (30) days of the renewal date; or if a new application for an occupied property has not received final approval within thirty (30) days of the application date.**

Rental Property Registration Per Parcel (Every 3 years)	\$150.00	Single Unit
Rental Property Registration Per Parcel (Every 3 years)	\$200.00	Duplex (2 unit)
Rental Property Registration Multi Family (Each Building)	\$150.00	Multi-Family (Per Bldg)
Rental Units within Multi Family Buildings *	\$ 60.00	* Per Unit in each Bldg
<b>LATE FEE</b>	<b>\$ 100.00</b>	<b>Each Property Address</b>
<b>Re-inspection / Lock Out Fee</b>	<b>\$ 100.00</b>	
<b>Copy of Certificate</b>	<b>\$ 10.00</b>	
<b>Re-instate revoked or suspended certificate</b>	<b>\$ 100.00</b>	

- ONE RE-INSPECTION IS INCLUDED IN INITIAL FEE, ALL ADDITIONAL RE-INSPECTIONS BEYOND THE 1<sup>ST</sup> AND ANY LOCK OUTS WILL BE CHARGED - NO EXCEPTIONS.
- RENTAL CERTIFICATE WILL BE REVOKED UPON ANY VIOLATION OF CITY REQUIREMENTS AND CODE ENFORCEMENT ACTION WILL BE TAKEN.
- YOU WILL RECEIVE AN EMAIL WITH YOUR INSPECTION RESULTS. A COPY WILL ALSO BE MAILED TO THE ADDRESS OF YOUR RESPONSIBLE PARTY. TO ACCESS INSPECTION RESULTS ONLINE YOU MUST GO TO WWW.HARPERWOODSCITY.ORG AND SELECT CITY DEPARTMENTS, THEN SELECT BUILDING DEPARTMENT. FROM THERE YOU WILL CLICK ON THE LINK FOR ACCESS MY GOV AND SEARCH BY STREET ADDRESS. THIS SERVICE WILL BE AVAILABLE AT LEAST 1 BUSINESS DAY AFTER THE INSPECTION

CALL 313-343-2526 FOR MORE INFORMATION

**YOU ARE RESPONSIBLE TO SCHEDULE ALL INSPECTIONS WITH THE BUILDING DEPARTMENT**