

City of Warren
Rental Division
One City Square, 3rd Floor
Warren, MI 48093-2389

LANDLORD CHECKLIST

The following checklist outlines the rental registration process. Please use this checklist as your guide to obtaining the rental registration certificate required by Warren Ordinance No. 80-527, Section 9-283.

I. APPLICATION FOR REGISTRATION

- _____ Complete an application and submit it to the Rental Division either by mail or in person.
- _____ Pay the registration fee \$125.00 single family; \$250.00 for a two family, \$55.00 for a Group Home. **Checks are payable to the City of Warren.** Section 8 property is treated the same as a single family unit and the city inspects.
- _____ Contact the City of Warren Water Division for a Landlord /Tenant Affidavit (LTA) of Lessee Responsibility for Water & Sewer Bills at (586) 759-9200.

II. INSPECTIONS

- _____ **Owner is responsible to arrange a date and time with the Rental Division at 586-574-4633 or 586-574-4561 (upon receipt of the blue postcard) for the inspection. YOU WILL BE HELD RESPONSIBLE TO MAKE A GOOD FAITH EFFORT TO OBTAIN PERMISSION FROM THE TENANT FOR THE INSPECTIONS.** Inspection times are arranged during the hours of 10:00 a.m.-3:00 p.m. An adult must be present at the property for the **entire time block** to allow all the inspectors to gain entry. **IF YOU OR YOUR TENANT IS UNABLE TO KEEP THE APPOINTMENT, PLEASE CONTACT THE RENTAL DIVISION WITHIN 24 HOURS PRIOR TO THE APPOINTMENT TIME. AS OF SEPTEMBER 1, 2010 THERE WILL BE A CHARGE OF \$40.00 FOR NO-SHOW APPOINTMENTS.**
- _____ If Housing Code Violations are cited, a copy of the inspection reports will be sent to you detailing the repairs that must be completed. If you have any questions regarding violations, please call the inspector listed on the report during weekdays between 8:30-9:30 a.m. and 4-5 p.m.
- _____ Correct the cited violations. Typically you will be given 60 days to make the corrections unless a violation exists that poses a serious safety or health hazard to the tenant. Before making the violation corrections, please review the inspection report carefully to determine if a licensed contractor is required to obtain a permit for the required repairs.
- _____ Pay the \$40.00 (interior) re-inspection fee for each unit. Contact the Rental Division, to schedule the re-inspection(s). You will be required to provide permit numbers when permits are required.
- _____ Obtain final approval from the City Inspectors if permits are required.

III. CERTIFICATION

- _____ Receive a Certificate of Compliance.
- _____ After 2 years, this registration process must be repeated. You will be mailed a new Registration Application before your previous certificate expires. If you sell the property, please notify the Rental Division by providing a copy of your closing papers to avoid additional notices.

FAILURE TO COMPLY WITH ANY PORTION OF THE ORDINANCE MAY RESULT IN A COURT TICKET AND \$1,000.00 FINE.