



COMMUNITY DEVELOPMENT DEPARTMENT CHARTER TOWNSHIP OF WEST BLOOMFIELD

RESIDENTIAL RENTAL DWELLING UNIT REGISTRATION, MAINTENANCE AND INSPECTION CHECKLIST

The following checklist outlines the rental registration process. Please use this checklist as your guide to obtaining the certificate of compliance required by Township Ordinance.

I. APPLICATION FOR REGISTRATION

- Complete the application provided.
- Submit the Application and Registration Fees**, as calculated on the fee worksheet, along with the application, to the Charter Township of West Bloomfield Community Development Department. Please make the check payable to the Charter Township of West Bloomfield. **RENEWAL FEES MUST BE PAID AND INSPECTIONS COMPLETED PRIOR TO THE EXPIRATION OF THE CURRENT LICENSE.**
- Required information shall include the name, address and telephone number of the owner and any managing agent. For each individual owner and agent, a driver's license number or a State of Michigan Identification number must be provided. The form must be signed by all owners and any agents.
- If an owner is a business entity other than an individual, the names, addresses and telephone numbers of corporation officers, partners, members and managers as applicable to the form of organization shall be listed. If such business entity has no substantial assets other than the dwelling unit to be registered and is controlled in whole or in part by one or more other business entities, then the name, address and telephone numbers of those entities and their officers, partners, members and managers shall be listed.
- All changes in the required information must be provided to the Community Development Department in writing within thirty (30) days of the change.

II. INSPECTIONS

- Schedule Initial Inspection:** After the Community Development Department receives the application and required fee, community development department shall schedule and mail the registered owner or agent a notice of the date and time for all inspections of the property. **Inspection and all required repairs must be complete before a certificate of compliance can be issued.** Please note: You, as the property owner, are responsible for obtaining access for the inspection. Please contact the Community Development Department at 248-451-4880 for inspection times.
- Requirements:** Exterior inspections, handouts are available for Charter Township of West Bloomfield requirements. The Property Manager must be a Michigan resident and live within fifty (50) miles of West Bloomfield Township. Any questions, please contact the Community Development Department at 248-451-4880.

- The interior of residential rental units shall only be subject to regular inspections if one or more of the following conditions have been reported to the township or identified by an exterior inspection as possibly existing:
 - The residential rental unit is, or is in or part of, a structure that is unsafe, unfit for human occupancy, unlawful, dangerous or that includes unsafe equipment.
 - The residential rental unit is, or is in or part of, a dangerous or unsafe building.
 - Any violation of any maintenance standard in the Property Maintenance Code that may allow rain, moisture, surface or roof drainage or animals to enter the interior walls, structure or living space of the residential rental unit or structure it is in or part of.
 - The residential rental unit is, or is in or part of, a structure that includes an unsafe condition as defined in the Fire Prevention Code.
 - Multiple or recurring violations of the inspection and maintenance guidelines under this article.
- Violations noted:** If Property Maintenance Code Violations are cited during the inspection, a copy of the inspection report will be left with, or mailed to, the responsible party listed on the application detailing the repairs that must be completed. If you have any questions regarding the violations, please call the inspector listed on the report.
- Correct any 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(s) for the repairs. If you have questions contact the inspector at (248) 451-004880.
- Final any permits.** Obtain final approval from the Township Inspectors if permits were required.

III. REGISTRATION / CERTIFICATE OF COMPLIANCE

- Receive your Certificate of Compliance.** (Valid for 3 years).
- This Registration/Certificate of Compliance process must be repeated every three (3) years.** We will attempt to contact you by mail sixty (60) to ninety (90) days prior to the current license expiration date; however, it is your responsibility to complete the re-registration process before your current certificate of compliance expires.