



(RENTAL) CERTIFICATE OF COMPLIANCE



Date Received: _____ CR _____ Paid _____

CITY OF HARPER WOODS

19617 Harper Avenue, Harper Woods, MI 48225 * 313.343.2526 * fax/313.343.2519 * email: 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.

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

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 shall include an endorsement that names the City of Harper Woods as an additional insured. A copy of the certificate of insurance must be provided to the city with this application and 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 WITH THIS APPLICATION AND WILL BE KEPT ON FILE**

Insurance Company Name*: _____

Policy Number*: _____ Exp. Date*: _____

* 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 Agents 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: _____

Drivers License Number: _____ State: _____ Date of Birth: _____

Local Agent's Signature: _____ **Date:** _____

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

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: _____

LOCAL AGENT INFORMATION (Corporate Information)

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

Local Agents Name: _____

Local Agents address: _____

Telephone: _____ Cell phone: _____ Fax: _____

Email Address: _____

Drivers License Number: _____ State: _____ Date of Birth: _____

Invoice Information

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	\$ 50.00	Per Unit in each Bldg
Late Fee (after 90 days) For Non-Payment Of Rental Registration	\$ 150.00	Each Property Address

CALL 313-343-2526 FOR MORE INFORMATION

- YOU ARE RESPONSIBLE TO SCHEDULE ALL INSPECTIONS WITH THE BUILDING DEPARTMENT.
- ONE RE-INSPECTION IS INCLUDED IN INITIAL FEE, ALL ADDITIONAL RE-INSPECTIONS BEYOND THE 1ST AND ANY LOCK OUTS WILL BE CHARGED A \$50 FEE - NO EXCEPTIONS.
- YOU REQUIRED TO NOTIFY THIS DEPARTMENT UPON CHANGE OF TENANCY
- ANY CHANGE OF TENANT REQUIRES A RE-INSPECTION OF PROPERTY AND AN INSPECTION FEE OF \$50.00
- RENTAL CERTIFICATE WILL BE REVOKED UPON ANY VIOLATION OF CITY REQUIREMENTS AND CODE ENFORCEMENT ACTION WILL BE TAKEN.
- ALL INSPECTION RESULTS WILL BE AVAILABLE ON THE CITY'S WEBSITE WWW.HARPERWOODSCITY.ORG UNDER THE BLDG DEPT PAGE via ACCESS MY GOV AT LEAST 1 BUSINESS DAY AFTER THE INSPECTION