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 2266

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

Location:				
Location, including the stree	et address and apartment	number, of the residential renta	al unit(s)	
Type of Rental Units:	Single Family	Two FamilyMult	i-Family	
Occupant Name:		Phone#		
Owner information: Name of propo	erty owner:			
Address of property owner:		Email: _		
City, State, Zip code:				
Home/office telephone number:		Cell phone #		
Michigan Drivers License #		Date of Birth		
P.O. Box				
Check box	If you wish to receive ma	il at PO box instead of address.		
Agent information: Name of Agent:				
Address of Agent:		Email:		
City, State, Zip code:				
Home/office telephone number:		Cell phone #		
Michigan Drivers License #		Date of Birth		
P.O. Box				
Check box	If you wish to receive ma	il at PO box instead of address.		
Is the house currently occupied?	YES	NO		
The applicant acknowledges respons Eastpointe. If the application is subragreement is terminated. The applicant acknowledges receiptand has notified the occupants/tena	nitted by an agent, the ago	ent must notify the city in writin e regarding rental registration ar	g if their management	
Signature of Owner or A	Agent		Date:	
Print Nan	ne:			

Fir	nal Amount Due	¢
Failure to register property as a rental	250.00 per unit	\$
Failure to certify rental property within 120 days of expired certificate	250.00 per unit	\$
Multi-Family Building Late fee - 21 day grace period	105.00* per unit 25.00 per unit	\$
Duplex (two family) Late fee - 21 day grace period	210.00* 50.00	\$
Single Family Late fee - 21 day grace period	135.00* 25.00	\$
Rental Property Address		

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: November 2014

^{*}This fee includes registration fee and first inspection – second inspections are \$50.00; 3rd or more \$100.00.