

OAK PARK

14000 Oak Park Blvd., Oak Park, MI 48237 • (248) 691-7400 • www.OakParkMI.gov

Residential Rental Property Registration

Rental Registration fee - \$80 (two-year cycle) (Call to see if your registration is expired if unsure)

Inspection fee - \$150 - single family (every two years or change of tenancy)

Multiple Units - \$150 + \$60 for additional unit(s) (Only applies to apartments and duplexes)

Managing Agent Information

If different from owner information

Manager/agent full name: _____

Name of person responsible for maintenance: _____

Street address _____ City _____ State _____ Zip: _____

Home phone: _____ Work phone: _____

Driver's license number and state of issuance: _____

Michigan ID number or if corporation, Tax ID number _____

Email address: _____

*If property is owned or managed by more than one party, attach additional information on a separate piece of paper

Property owner information

Street address _____ City _____ State _____ Zip: _____

Work phone: _____

Driver's license number and state of issuance, _____

Michigan ID number, or if Corporate, Tax ID number _____

Email address: _____

Rental property addresses

Street address: _____

Tenant's name: _____

Tenant's phone: _____

*If additional properties are owned, attach a list of properties on a separate piece of paper.

(Continued)

Conditions:

(Please initial at each of the six conditions – application is considered incomplete without initials)

_____: I understand the property registration and property inspections must be made once every two years or at change in occupancy. Also required is a biannual landlord registration. Fees apply for both the property and landlord registration. Additionally, I understand that it is my responsibility to schedule rental inspections with the City of Oak Park for every rental unit I own or manage, prior to leasing, renting or advertising the property for rent within 30 days of registration.

_____: The City of Oak Park has two requirements for owners of single family or two-family dwelling units that will be rented: (1) Landlord registration under section 18-166 of the Code of Ordinances and (2) Inspection of the rental unit under section 18-181. If the inspection is successfully completed and not in violation, the city will issue a Certificate of Compliance. I also understand that my rental properties will have to be re-inspected and inspection fees paid whenever there is a change in occupancy, re-letting of any unit or when designated by the rental inspector.

_____: I agree to inform the Municipal Services Department of any changes in complete occupancy, re-letting, acquisition or disposal of any rental units. I hereby give consent to the Municipal Services Department to enter any of the listed premises, if necessary at reasonable times, to inspect such premises when the property is vacant. If the property is occupied by a tenant(s) at the time of the inspection request, I agree to make good faith efforts to obtain the consent of at least one lessee for all future inspections.

_____: I certify that all statements are true and complete as set forth in the City Code of Ordinances pertaining to my type of business as a landlord. I understand that it is my responsibility to notify the City of Oak Park Assessors Office to remove the Principal Residence Exemption (PRE) status on my rental properties.

_____: This registration expires six months from the application date. If the property(s) is not certified within this timeframe, a new application fee will be required.

_____: I agree to not occupy the property(s) without a valid certificate of compliance, either upon re-occupancy or at the expiration of this two-year application.

Name of applicant: _____

Title of applicant: _____

Signature of applicant: _____ Date: _____

(Continued)

Affidavit and Certification

I, by my signature, hereby make this affidavit in conjunction with an application for a license to rent property and landlord registration. I agree to permit the City of Oak Park Department of Municipal Services and/or its appointees, to enter and perform inspections of the property when the property is vacant. If the property is occupied by a tenant(s) at the time of the inspection request, I agree to make good-faith efforts to obtain the consent of at least one lessee for all future inspections. I affirm that the tenant(s) of the property subject to this registration and license have been informed of the regulations contained in Chapter 18, Article IV, Divisions 2 and 3, of the Code of the City of Oak Park, and have been provided with a copy of this affidavit. I understand that if a lessee is not present at the time of inspection, the Department of Municipal Services may rely upon my representation that at least one lessee has consented to the inspection.

Signature: _____

Printed name: _____

Title: _____

**Note: Corporate owners must attach a copy of the most recent annual report filed with the State of Michigan and identify the title of the authorized officer/member signing on behalf of the corporate entity.

NOTARY

Subscribed and sworn to before me

This _____ day of _____, 20_____

_____ County, Michigan. My Commission Expires:_____.

Notary Signature _____

Print Name: _____

[Seal]