

Charter Township of Clinton
Residential Rental Program
40700 Romeo Plank Road
Clinton Township, MI 48038

OWNER/AGENT CHECKLIST

The following checklist outlines the rental registration process. Please use this checklist as your guide to obtaining the Rental Registration License required by Clinton Township Ordinance No. 357.

I. APPLICATION FOR LICENSE

- _____ Complete the Residential Rental Property Application provided.
- _____ Calculate the registration fee due, by completing the Inspection Fee Calculation Worksheet provided.
Make your check payable to the Clinton Township Treasurer.

II. INSPECTIONS

- _____ After the Building Department receives the application and registration fee, the property owner will be responsible for obtaining permission from the tenant for the inspections. Inspection times are arranged during the hours of 9:30 a.m. to 12:00 p.m. or 12:00 p.m. to 3:00 p.m. Monday through Thursday and 9:30 a.m. to 12:00 p.m. on Fridays. There must be an adult over the age of 18 at the property for the entire time block to allow the Inspector to gain entry.
- _____ If violations are cited, a copy of the inspection report will be left on site or mailed to the property owner indicating needed repairs. If you have any questions regarding the violations, please call the Inspector listed on the report at 586-286-9323, between the hours of 8:30 and 9:30 a.m. or 3:30 and 4:30 p.m., Monday through Friday.
- _____ Review the violation list, and correct the 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 for the repairs. (State Law requires all non-owner occupied Mechanical, Electrical and Plumbing, and some building project work, to be done by a State licensed contractor).
- _____ Schedule a follow up inspection after the correction of the cited violations. You will not be charged for the re-inspection. But if the violations are not complete or entry is not possible and another inspection needs to be scheduled, there will be a \$50.00 fee charged to the owner.
- _____ Obtain final approval from the Township Inspectors if permits are required.

III. CERTIFICATION

- _____ Once you have received final approvals from the Building Department, you will receive a Rental License, which will be valid for two (2) years.
- _____ After 2 years, this registration process must be repeated. You will receive a courtesy reminder letter approximately 2 weeks before the month your rental is due. ****PLEASE NOTE:** The courtesy letter will be sent to the **OWNER'S ADDRESS ONLY**. It will be your responsibility to forward the letter to your Property Manager, if it applies.

FAILURE TO COMPLY WITH ANY PORTION OF THE ORDINANCE WILL NECESSITATE LEGAL ACTION.

**CHARTER TOWNSHIP OF CLINTON
RESIDENTIAL RENTAL PROPERTY
APPLICATION**

Revised 2-21-18

Rental Property Address _____

Name of Condo/Apartment Site _____

Building # _____ Number of Rental Units Per Building _____

Cross Roads _____

Type of Rental Unit: Single Family Home Detached Condo Single Family Attached Condo
 Duplex/Two Family Bldg. Apartment Bldg.

Date this address became a Rental Property _____

Occupant Name _____ Phone No. _____

Date of Inspection _____

For Office Use Only: Rental Permit # _____

Receipt # and Date _____

Property Owner

By signing the application you acknowledge responsibility for ensuring all furnaces and cooling units are functional, maintained, safe, in good repair by means of, at a minimum, an annual inspection by a licensed heating and cooling company, making any necessary repairs, and the installation of a UL2034 carbon monoxide alarm in the immediate vicinity of all bedrooms, the installation of a smoke detector, and a visible fire extinguisher located in the home.

Print Name _____

Address _____

City _____ State _____ Zip Code _____

Driver's License # _____ Phone # 1. _____

(Please attach a copy of your Driver's License)

Signature _____ Phone # 2. _____

(If owner lives out-of-state, a property manager or someone who is capable of traveling to the property within a one-hour driving radius of the Township must fill out the Property Mgr./Resp. Party section.)

Property Manager (if applicable)

Print Name _____

Address _____

City _____ State _____ Zip Code _____

Driver's License # _____ Phone # 1. _____

Signature _____ Phone # 2. _____

Authorized Representative (Repairs or Service)

Print Name _____

Address _____

City _____ State _____ Zip Code _____

Phone # 1. _____ Phone # 2. _____

Please note: Failure to renew your rental within 45 days from the date of your letter will result in a \$50 late fee per building.

INSPECTION FEE CALCULATION WORKSHEET

1. Single Family Home

Number of single family rental houses _____ x \$100.00 = \$ _____

2. Detached Condo

Number of detached single family rental condos _____ x \$100.00 = \$ _____

3. Single Family Attached Condo

Number of attached single family rental condo units _____ x \$100.00 = \$ _____

4. Duplex/Two Family Building - \$200.00 per two family building, if both sides are rented.

Number of two family rental buildings _____ x \$200.00 = \$ _____

If owner occupies one unit of a two family dwelling, please register the property as a single family home in item #1. If duplex is located on two separate parcels, please register as two (2) single family homes in item #1.

5. Apartment Building

Registration Fee Per Bldg. \$100.00 = \$ _____

A separate application must be completed for each building.

Units To Be Inspected _____ x \$50.00 each = \$ _____
Refer to Fee Schedule

Apartment Building Total = \$ _____

FINAL TOTAL \$ _____

Note: Re-inspection fees per unit: \$50.00 (for third inspection and all subsequent inspections which may be required to bring into compliance.)