

2019

**VILLAGE OF MILFORD
1100 ATLANTIC STREET, MILFORD MI 48381**

RESIDENTIAL RENTAL REGISTRATION APPLICATION

In accordance with Chapter 22 of the Code of Ordinances for the Village of Milford, the following application is submitted to register rental property.

Property Address: _____

Non-Rental Certification:

I hereby certify that the property listed above is not being occupied for residential or commercial rental purposes.

Owner Signature: _____ Date: _____

Reason: _____

Rental Certification:

Date of Certificate of Compliance: _____ Date of Last Inspection: _____

Structure:

Type of Structure:

One- or two-family dwelling units, townhouse or condo: _____

Apartments above storefronts & stacked: _____

Multi-unit buildings (3 or more): _____

Name of apartment complex: _____

Required Information:

1. Total square footage per building/structure: _____

2. Multi-unit, square footage of each unit: _____
3. Multi-unit, number of units per building/structure: _____
4. Maximum number of occupants expected to reside in building/structure: _____
5. Maximum number of occupants expected to reside in each unit: _____
6. Number of off-street parking spaces to be provided on rental premises: _____
7. Zoning District: _____
8. Water Heater (Gas or Electric): _____ Heat (Gas or Electric): _____
Boiler: _____
9. For one- or two-family dwelling units, and individual townhouses, condos and apartment units, applicants must attach a **SCALED** drawing of the interior of the rental dwelling structure, including all rooms in separate rental units and any common areas accessible to residents and any restricted or non-accessible portions of the structure. All rooms and areas shall be identified on the drawing by type (i.e., bedroom, bathroom, kitchen living room, etc.).

Owner Information:

Provide required owner information for all those with an ownership interest. If the owner is not a natural person, provide information for the president, general manager or other chief executive officer of the organization.

Name: _____ Phone: _____

Address: _____

Email: _____

Name: _____ Phone: _____

Address: _____

Email: _____

(If more space is needed, please provide the information on a separate sheet)

Responsible Local Agent (Manager) Contact:

Name: _____ Phone: _____

Address: _____

Email: _____

The applicant acknowledges responsibility for complying with the ordinances regarding rental property in the Village of Milford and that it is a violation of such ordinances to provide inaccurate or incomplete information required for this registration.

Upon any change in the registration information, including change in the Owner or Responsible Local Agent, the property shall be re-registered. The Village has no obligation to provide advance notification regarding expiring registrations or Certificates of Compliance. It is the Owner's responsibility to maintain current registrations, inspections and Certificates of Compliance.

The applicant acknowledges receipt of a copy of the ordinance regarding rental registration and certification requirements and has notified the occupants/tenants of the applicable ordinances.

I certify that all information herein is a true and complete statement of facts required:

Date: _____ Owner's Signature: _____

Owner's Printed Name: _____

Residential Rental Registration Fees

Annual Registration Fees

One or Two-Family Dwelling Units, Townhouse or Condo	\$60.00 per dwelling (includes one inspection biannually)
Multi-Unit Buildings with 3 or more units	\$20.00 per structure (includes one inspection biannually), Plus, \$18.00 per unit
Apartments above storefronts & stacked units	\$35.00 per unit of 2 apartments (includes one inspection biannually)
Re-inspection Fee for one & two-family units (fee also applied to verifiable complaints)	\$40.00 each
Re-inspection Fee for all others per unit or structure (fee also applies to verifiable complaints)	\$20.00 each
Broken appointment	\$35.00

New owner of rental property shall re-register, but no fees will be collected if the property transfer takes place during the registration cycle. No registration fees will be returned to the former owner in such cases.