



City of Marine City  
Building Department  
303 S. Water St.  
Marine City, MI 48039  
(810) 765-8846 • [buildingdepartment@marinecity-mi.org](mailto:buildingdepartment@marinecity-mi.org)

# Rental Property Registration Form

Cash Receipting Code: RENTAL  
*Payment Due Upon Registration*

In accordance with Chapter 155 of the Codified Ordinances of the City of Marine City, the following application is submitted to register a rental property.

## PROPERTY LOCATION

\_\_\_\_\_  
Including the street address and apartment number(s)

\_\_\_\_\_  
Parcel #

Type of Unit: Single Family (\$135) \_\_\_\_\_ Two Family (\$200) \_\_\_\_\_ Multi Family (\$100/unit) \_\_\_\_\_ # of Units \_\_\_\_\_

Reason for Inspection (check one): ☐ Initial Inspection ☐ 2 Year Renewal ☐ Change of Ownership

Is the property currently occupied? ☐ Yes ☐ No

## Owner Information

Property Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Property Owner Drivers License No: \_\_\_\_\_ (see attached) Date of Birth: \_\_\_\_\_

*I affirm the information contained on this registration form is correct and that it is my responsibility to notify the City of Marine City of any changes in my mailing or contact information, and/or change in tenant information.*

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

## Agent Information (if other than property owner)

Company Name (if applicable): \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Street Address: \_\_\_\_\_

Agent Phone: \_\_\_\_\_ Agent Email: \_\_\_\_\_

Agent Drivers License No: \_\_\_\_\_ (see attached) Date of Birth: \_\_\_\_\_

*I affirm the information contained on this registration form is correct and that it is my responsibility to notify the City of Marine City of any changes in my mailing or contact information, and/or change in tenant information.*

Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please Note: It is the responsibility of the property owner/manager to schedule and make arrangements with all residents to inspect property. All applicable fees must accompany this form.**



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- Inspections are based on the 2018 International Property Maintenance Code & City Ordinances
- It is the responsible party's responsibility to ensure an adult over the age of 18 is present at the scheduled time of inspection.
- If the inspector arrives for an inspection and is not able to perform the inspection due to a lack of access, there will be a \$25.00 re-inspection fee owed.
- If the property has been sold, you must supply the building department with a copy of the recorded land contract or warranty deed to have your name removed from our records.
- Failure to Certify rental property within 120 days of expired certificate will incur a \$200.00 fee.

## **PRE-INSPECTION CHECKLIST** (Including but not limited to)

- Make sure all smoke detectors are working and in the proper location (inside each sleeping room, outside of each sleeping area, and on every level, including the basement).
  - Recommendation: Although not required by code unless alterations are done, carbon monoxide detectors are encouraged.
- Emergency escape openings: All bedroom egress windows shall be maintained and be capable of opening without use of key, tool or greater force than normal.
  - Recommendation: If the net clear opening of the bedroom window is not 24 inches in height and 20 inches wide, they should be updated (permit may be required).
- Basement bedrooms are prohibited unless the proper egress window is provided inside the bedroom.
- All handrails and guardrails are in the proper locations and firmly fastened.
- Furnaces/Heating facilities must be inspected every two years to ensure proper operation. This inspection must be performed by a licensed mechanical contractor and written verification provided to the City.
- Electrical: Dwelling units must be served by a three-wire, single phase service having a rating not less than 60 amperes. If an improper or inadequate system is found, the defect must be eliminated.
- Plumbing: Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink, all of which need to be in safe and working condition.
- Exterior Building: All painted surfaces must be maintained free of chipping or flaking, siding & masonry must be weather tight, roofs must be kept weather tight and in good condition, base wood (beams, door, etc.) if deteriorating, require replacement, porches including: deteriorated decking, deteriorated or missing railing, unpainted wood steps which permit rot or heaving, require maintenance.
- Exterior Premises: There is to be no in-operable or unlicensed vehicles kept on property, grass/weeds must be maintained per city code and all junk/debris must be removed.
- All address markers must be visible from the fronting street.
- Trash must be stored in an approved, covered container and kept behind the front building line.