

City of Westland

MOHAMED AYOUB
DIRECTOR

ROGER SHIFFLETT
BUILDING OFFICIAL

KEVIN COLEMAN
MAYOR



**PLANNING & BUILDING
DEPARTMENT**

36300 WARREN RD
WESTLAND, MI 48185
734-467-3210

PLANNING@CITYOFWESTLAND.COM
BUILDING@CITYOFWESTLAND.COM

Rental Registration Application

Property address _____ CR _____

☐ Single Family \$250.00 ☐ Duplex \$325.00 ☐ Quadplex \$400.00 ☐ Apartments \$60.00 X # Units ____ = \$ _____

Property Owner Information

Property Owner(s) Name _____

☐ Individual ☐ Partnership ☐ LLC ☐ Corporation ☐ Trust

Managing member or responsible corporate officer _____

Drivers License or State ID # _____ Exp. _____ (Required)

Address On DL or ID _____ City _____ State _____ Zip Code _____

Provide copy of ID of the owner -Managing Member- corporate officer

Phone Number _____ Alternate Phone Number _____

Email Address _____ (must be legible)

Agent Information (if applicable)

Name _____

Address _____ City _____ State _____ Zip Code _____

Phone Number _____

Email Address _____ (must be legible)

Phone Number _____ Alternate Phone Number _____

I have read and understand the **Notice to Owner of Rental Units** that is included with this rental application.

I acknowledge that the inspection fee paid includes an initial and final inspection. If any additional inspections are required there will be an additional charge per each additional inspection. If the inspector is locked out of the unit there will be a lock out fee that will be due before any further inspections will be scheduled. Rental registration is required every three years.

Signature _____ Date _____ ☐ Owner ☐ Agent

Required: Initial Inspection Date; _____

NOTICE TO OWNER OF RENTAL UNITS

Department Policy

Rental registration applications shall Schedule the initial inspection at time of application. Cancellation or changes will be charged a re-inspection fee. Nonpayment or non-Re- Scheduling will Incur further Penalties, see Sec 22-607.

All compliance inspections shall be completed within three months of registration unless extended by the Building Official. All rentals that have been certified shall complete Re-registration and Compliance inspections prior to the expiration of the existing certificate. The new certificate will be issued from the compliance date or the expiration date of the previous certificate.

Sec.22-601 Purpose

The purpose of this article is to protect the public health, safety and welfare in buildings intended for human habitation and their accessory structures.

Sec.22-603 Registration of Rental Dwellings

(a) Registry of rental dwellings required. All rental dwellings shall be registered with the building division.

Sec. 22-604 Certification of Rental Dwellings

(a) *Certificate of compliance required.* Rental dwellings shall not be occupied without a rental dwelling certificate of compliance or a temporary rental dwelling certificate of compliance.

(b) *Issuance of certificate of compliance.* The Building Division shall issue a rental dwelling certificate of compliance after the Building Official finds that the rental dwelling, its units, accessory structures and yards comply with the standard set forth in the currently adopted codes- i.e. building code, mechanical code, plumbing code, electrical code, and the property maintenance code.

(f) *Length of time certificate of compliance is valid.* Any new rental dwelling certificate of compliance issued to an owner for a dwelling shall have an expiration date three years from the date of issuance.

Sec. 22-605 Inspections

(c) Once a date for an inspection is scheduled, the owner and/or responsible local agent shall do all of the following prior to the date of the scheduled inspection:

- Inform the tenant or occupant of each dwelling unit scheduled for possible inspection of the date when the inspection is scheduled to occur.
- Request permission from the tenant or occupant of each dwelling unit scheduled for possible inspection to provide access to the rental unit in the event that the tenant or occupant is not at home when the inspector arrives.
- Inform the tenant or occupant of each dwelling unit scheduled for possible inspection that the owner or the owner's representative is required to accompany the inspector during the performance of all inspections of rental dwelling units, and that the owner or the owner's representative must provide access to the inspector by unlocking the dwelling unit's door in the event the tenant is not home.

Sec. 22-607 Penalties: Municipal civil infraction

Failure to timely register a rental dwelling or any other violation of this article shall be a municipal civil infraction. The requirements if this article are in addition to and not in lieu of all other city ordinances, rules and regulations. The first offense or any subsequent offense shall be subject up to a \$500.00 fine and any other costs authorized by the court pursuant to MCL 600.8727, MCL 600.8335 or state law. As authorized by MCL 600.8731 in the event such fine and costs are not timely paid then may become a lien on the property and be placed on the tax roll or result in a suit for collection of judgement.

Sec. 22-608 – Disclaimer of Liability

A rental dwelling certificate of compliance is not a warranty or guarantee that there are no defects in the rental dwelling or unit and the city shall *not* be held responsible for defects not noted in the inspection report. This inspection of the land use, exterior posture and interior accessories of the structure is limited to visual inspection only. The city does not guarantee or approve by inference any latent, structural, or mechanical defects thereto, or such other items that are not apparent by such visual inspection. The city shall not assume any liability to any person by reason of the inspection required by ordinance or the code adopted herein or the issuance of a rental dwelling certificate of compliance.

This document does not represent the entire ordinance, but is a highlight of your responsibilities as a property owner.



/cityofwestland



/westlandadministration



/cityofwestland



/WLND