City of Romulus

Department of Building & Safety
12600 Wayne Road
Romulus MI 48174
734-942-7550
building@romulusgov.com

APPLICATION FOR INSPECTION AND REGISTRATION OF RENTAL PROPERTIES

Date_____

Address of rental Property_____ **Parcel ID #**_____

Date of rental unit's last certificate of occupancy_____

☐ Single Family Dwelling ☐Multiple Family Dwelling-Number of Units_____

☐Commercial/Industrial Dwelling Number of Buildings_____Number of Units_____

Type of Ownership ☐Individual ☐Partnership ☐Corporation

A. APPLICANT – RESPONSIBLE LOCAL AGENT (*Must be a resident of Michigan)*

Name_____Birthdate_____

Mailing Address_____

Telephone #s_____ _____

Driver's License # or State I.D. (attach copy) _____

Email Address_____

B. OWNER OF RECORD (if owner is a partnership, LLC or corporation names and addresses of all partners and/or officers is required. A separate sheet may be attached.)

Name_____Birthdate_____

Mailing Address_____

Telephone #s_____ _____

Driver's License # or State I.D. (attach copy)_____

Email Address_____

Name_____Birthdate_____

Mailing Address_____

Telephone #s_____ _____

Driver's License # or State I.D. (attach copy) _____

Email Address_____

C. LESSEE INFORMATION

Name_____Telephone #_____

FEES:

REGISTRATION/INSPECTION FEE - $200.00 (multi-tenant structures - $50.00 each additional unit)

REGISTRATION/ADMIN FEE - $55.00 IF C/O WAS ISSUED WITHIN THE PAST YEAR PRIOR TO REGISTRATION

Inspection fees are in addition to registration fees. Please submit forms and a check made payable to the City of Romulus, to the Department of Building & Safety. At that time, an inspection shall be scheduled. The Department of Building & Safety is located at 12600 Wayne Road, Romulus MI 48174 office hours are Monday – Friday 8:00 a.m.-4:00 p.m., telephone # 734-942-7550.

- I acknowledge that the information, contained in this application is true and,
- I have obtained a copy of the housing quality standards from which my property will be expected to comply in order to be issued a rental certificate.
- I understand that all rental properties located within the City of Romulus are required to be registered every two (2) to five (5) years and failure to register would constitute a violation of City Ordinance.
- I acknowledge that the inspection fee paid includes an initial and a final inspection and that if the inspector is locked out of the unit a $55.00 reinspection fee will be due prior to any further inspections. There may be a $55.00 reinspection fee charged if all repairs are not corrected on the final inspection.
- **Means of appeal of denial, suspension or revocation of certificate of compliance is stated in the City of Romulus Code of Ordinances, Chapter 8, Article VII, Section 8-248 (Ordinance No. 2017-021). Romulus Code of Ordinances is located on our website: romulusgov.com or you may obtain a copy by contacting the City of Romulus Department of Building & Safety at 734-942-7550.**

OWNER/AGENT AFFIDAVIT

THE UNDERSIGNED is the owner and/or owner's agent responsible for the rental property located at:

_____, _____
Address Parcel Tax ID#

_____ _____
Signature of Affiant or Owner Print Name

Subscribed and sworn before me on this_____day of_____, 20_____.
A Notary Public in and for _____ County, Michigan.

_____
Notary Public Signature
My Commission expires_____, 20_____.