



City of Gibraltar

CITY OF GIBRALTAR
BUILDING DEPARTMENT



APPLICATION FOR RENTAL CERTIFICATE

City of Gibraltar · 29450 Munro St · Gibraltar · Michigan · 48173 · Ph: 734-676-3900

RENTAL PROPERTY ADDRESS: _____

PROPERTY STATUS: Vacant _____ Tenant Occupied _____

OWNERS OF PROPERTY:

NAME: _____ ADDRESS _____

Telephone: _____ Work Phone: _____ Email: _____

RESPONSIBLE PARTY: *Check if owner is same as responsible party* _____

NAME: _____ ADDRESS _____

Telephone: _____ Work Phone: _____ Email: _____

* List additional owner's or officer's information on separate sheet and attach along with **copy of driver's license**.
All correspondence is sent to the responsible party.

APARTMENTS ONLY: No. of Buildings: _____ No. of Apartments per Building: _____

SINGLE FAMILY HOME(s) _____

A COPY OF THE MANAGEMENT AGREEMENT BETWEEN THE OWNER AND RESPONSIBLE PARTY MUST BE INCLUDED WITH THIS APPLICATION AS WELL AS A COPY OF THE PHOTO ID OF BOTH THE RESPONSIBLE PARTY AND PROPERTY OWNER.

The correct registration fee must accompany this application. Upon inspection and approval by the Building Department, a certificate will be issued. It is a violation of the Ordinance not to notify this Department of a change in ownership or contact information. The Owner(s) and Responsible Party remain liable under this agreement until such change in ownership is notified. Change in ownership does not negate liability for violations that occurred during ownership of this property.

BY SIGNING THIS APPLICATION, I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE AND BELOW CONDITIONS AND STATE THAT ALL INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I AM RESPONSIBLE TO PAY ALL FEES OR FINES THAT MAY ACCRUE TO THIS PROPERTY. I AGREE THAT ALL DISPUTES ARISING OUT OF THIS AGREEMENT ARE IN THE EXCLUSIVE JURISDICTION OF THE COURTS OF MICHIGAN. THIS AGREEMENT IS GOVERNED BY MICHIGAN LAW.

Must be signed by Legal Owner or Responsible Party:

RENEWAL EVERY THREE (3) YEARS

(Print Personal Name: no LLC, Corporation, or Other Legal Entity) (Signature) DATE: _____

DRIVER'S LICENSE: STATE _____ NUMBER _____ DATE OF BIRTH: _____

FOR OFFICE USE ONLY

Amount Paid: _____ Date Paid: _____ Received By: _____ Certificate # _____

RENTAL			
NON-OWNER-OCCUPIED REGISTRATION AND INSPECTION			
OWNER REGISTRATION FEE (PER UNIT) ALL APPLICATIONS		\$25	
SINGLE FAMILY HOME		\$275+ OWNER REGISTRATION	
CONDOMINIUM: A building where each unit is owned individually, but buyers share ownership of common spaces		\$225+ OWNER REGISTRATION	
DUPLEX: A building with two units that share a wall but have separate entrances and yards		\$450+owner registration	
QUADPLEX: A building with four units		\$500+owner registration	
Multifamily APARTMENT COMPLEX <u>Exterior/Common Areas</u> A multi-story building with several residences Multifamily APARTMENT Dwelling Unit		\$100/Per Building+Unit \$75/unit	
LATE FEE (30 days past last certificate expiration or past original registration)		\$100 / PER UNIT	
LOCKOUT / NO SHOW An additional fee per unit shall be charged for all locked-out inspections and the second and subsequent re-inspection of all failed inspections.		\$50 / per unit	
Furnace/Boller Certification by Licensed Mechanical Contractor at Owner's Expense – RESULTS TO BE SUBMITTED TO BUILDING DEPARTMENT			

ADOPTED BY COUNCIL 2/24/2025