



# APPLICATION FOR RENTAL CERTIFICATE

City of Hamtramck 3401 Evaline Hamtramck, MI. 48212 (313)800-5233 Ext. 814

DATE: \_\_\_\_\_

**RENTAL PROPERTY ADDRESS:** \_\_\_\_\_

(List all unit(s) addresses)

**OWNER(S) OF PROPERTY:**

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Driver's Lic. #: \_\_\_\_\_

Date of Birth #: \_\_\_\_\_

**RESPONSIBLE PARTY:** Same as owner ☐

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Driver's Lic. #: \_\_\_\_\_

Date of Birth #: \_\_\_\_\_

**Property Information:**

No. of Apartment(s)/Unit(s): \_\_\_\_\_ Does owner occupy any unit? ☐ Yes ☐ No - If yes, please let us know.

No. of Buildings on lot (if applicable): \_\_\_\_\_ Fire Inspection 3+units: \_\_\_\_\_ (\$100.00 initial & follow-up)

Extra Fee (Late): \$ \_\_\_\_\_ \* If multiple buildings on the same lot, provide addresses.

Registration Fee: \$ \_\_\_\_\_

**Email:** \_\_\_\_\_

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 RESPONSIBLE PARTY AND PROPERTY OWNER.

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.

*Must be signed by Legal Owner **AND** Responsible Party:*

\_\_\_\_\_  
(Print Name AND Signature – **Property Owner**)

\_\_\_\_\_  
(Print Name AND Signature – **Responsible Party**)

নথিপত্র বা দলিল পত্র গুলি সম্পূর্ণ করতে বা বোঝার জন্য অনুবাদ পরিষেবার দরকার হলে অনুরোধ করতে বিভাগীয় প্রধানের সাথে যোগাযোগ করুন।

إذا كانت هناك حاجة إلى خدمة الترجمة لأكمال المستندات أو فهمها، الرجاء التواصل بأدارة القسم لطلب المساعدة

- 1) List additional owner's information on separate sheet and attach.
- 2) Responsible party must be a Michigan resident and live within fifty (50) miles of Hamtramck. All correspondence is sent to the responsible party.
- 3) I hereby certify that I am entitled to a waiver of inspection and fees as the property herein described is my residence, and any additional unit is occupied by my family member(s).
- 4) **150.085 BUSINESS REGISTRATION AND LICENSE REQUIRED:**  
Any person, agent, firm, or corporation that meets one or more of the following conditions will be operating a business in the City of Hamtramck and will be required to obtain a business license from the City Clerk. The business license is in addition to the required certificate of compliance: Any non-owner-occupied dwelling or unit(s) that are registered in the name of a corporation, incorporation, limited liability company, or other business entity, and evidenced by deed, land contract, property transfer affidavit or other documentation showing legal interest and ownership. Any person, agent, firm, or corporation, identified by name, corporation, incorporation, limited liability company or any combination thereof, having ownership in three or more non-owner-occupied dwelling units.
- 5) **Note:** Re-inspection fees per unit \$75.00 (for lockouts, third re-inspections and all subsequent re-inspections required to bring into compliance – (Building Department and Fire Department)
- 6) **Registration fee available online at [hamtramck.us/building](http://hamtramck.us/building) or call the office at 313-800-5233 x814**
- 7) **Late fee:** \$75.00 per unit  
Rental process must be completed within 30 days of the rental application being submitted OR by your certificate renewal date, whichever occurs first.
- 8) **NON-COMPLIANCE FEE:** \$75.00 per unit (unit is assessed if issues identified in inspection are not rectified within 4 Months)
- 9) No non-owner-occupied certificate shall be issued until all the following fees and debts to the city have been paid in full:
  - (a) All current property taxes and current annual installments of any special assessments.
  - (b) Any water bills outstanding.
  - (c) All charges against the property for mowing, cleanup, weed or debris removal, or fines, penalties, or debts of any sort arising from provisions of the property maintenance code, including any blight provisions.

The correct registration fee must accompany this application. Upon inspection and approval by the Building Department, a license 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.

**Please initial, make sure that you read and understand the above requirements.** \_\_\_\_\_

Initials

**Please be advised that the City of Hamtramck has a local income tax, and you are required by law to file a Hamtramck Income Tax return with the Income Tax Department by April 30th of each year. For more information concerning income tax, please contact the Income Tax Department at 313-800-5233.**

Initials: \_\_\_\_\_