



RENTAL PROPERTY REGISTRATION

Submit all Rental Registrations
before June 30th

251 E. Market St.
Benton Harbor, MI 49022

Tel: (269) 203-2822
Registrations@bhcity.us

Permit Holder MUST call for All Inspections & give a 24 Hour Notice

DEPARTMENT OF BUILDING, INSPECTION, AND ZONING AND RENTAL INSPECTION

DATE:	Complex Name:	Authority: Rental Ordinance Based on ICC Property Maintenance Code Inspection will be scheduled per date and time below	
Initial Registration: Renewal:	Fees paid / receipt #:	Cash or check:	Processed by:

II. PROPERTY OWNER:

Name of Owner:			
Mailing Address (St No. and Name) of applicant:		City	State
			Zip Code
Telephone number:	Date of Birth:	Drivers License number & state issued:	Email address: (PRINT CLEARLY)

II. DESIGNATED AGENT: Must be within 45 minutes of the property

Name of Agent:			
Address (St No. and Name) of applicant:		City	State
			Zip Code
Telephone number:	Cell number:	Fax number:	Email address: (PRINT CLEARLY)

Type of Dwelling: S=Single family; M= Multi-family; R = rooming house STR = Short term rental (30 days or less stay/AIRBNB or VRBO)

Type:	Number of Occupants	Address:	Property ID#: 11 - ____ - ____ - ____ - ____ - ____	Designate a rental inspection date and time for this unit: _____ Tenant name: _____ Phone number: _____
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PLEASE READ DIRECTIONS ON REVERSE SIDE OF FORM: **ADDITIONAL SPACE FOR MORE PROPERTIES ON AN ADDITIONAL FORM.**

Rental properties are required by Ordinance to be registered. Registration is required annually with inspection set up at time of registration. Payment of fees and scheduling of rental inspections should occur at the time of registration. Registration and fees are due by June 30th to avoid late fees.

The City of Benton Harbor Ordinances may also be found on-line at the www.bhcity.us



All properties which meet the definition of a rental are required to be registered and inspected. The current edition of the ICC Property Maintenance Code is used as basis for the inspection. You may order the code on-line at iccsafe.org in the bookstore on-line. Or, you may also request to see the copy we have in the office.

Additional information may be required. Please complete necessary information such as phone, cell phone, and fax information to make it easier to reach you. County information (tax mailing information) will be the default legal notice address.

It is the responsibility of the owner to arrange for inspections. You may be required to arrange for and to be there when the units are inspected.

Thank you for your completed application. We look forward to serving you.

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I hereby certify that the above information is true and correct. I understand that any false statement will result in denial of the requested registration and may impact ability to be registrations in the future.

Signature: _____

Date: _____

BASIC REQUIREMENTS FOR YOUR RENTAL CERTIFICATE

An inspection will be conducted to ensure that the rental dwelling unit meets the City of Benton Harbor's Property and Housing Maintenance Code requirements, is in good repair, and is safe. The items outlined below represent some of the basic requirements that must be met in order to obtain the Rental Certificate of Compliance. These requirements are not intended to take the place of the City's official Code and are not all-inclusive. This information is intended to give property owners a general idea of what is required and provide an opportunity to begin working on compliance before your scheduled inspection.

• EXTERIOR

- All buildings shall have an approved address at least four (4) inches in height and be legible from the road.
- Property shall be maintained free from weeds or plant growth in excess of eight (8) inches.
- Driveways, parking areas, walkways, and stairs shall be kept in good repair and free from hazardous conditions.
- No vehicle that is inoperative, unlicensed, or in a state of disrepair shall be parked, kept, or stored on any property.
- Property shall be free of rubbish or garbage with such items being disposed of in leak proof and covered containers.
- Accessory structures, including garages, sheds, decks, and fences shall be structurally sound and in good repair.
- All exterior surfaces shall be maintained in good repair and free of breaks, holes, deterioration, or graffiti. The presence of chipping or peeling paint on any surface of the interior or exterior of the property is a violation.

• HANDRAILS AND GUARDRAILS

- Every flight of stairs having more than four (4) risers shall have a firmly fastened handrail on one side of the stair.
- Handrails shall be graspable and ends must securely return to a wall or post; open-ended handrails are prohibited.
- Every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than thirty (30) inches above the floor or grade below shall have guards.

• DOORS AND WINDOWS

- Every window, skylight, door and frame shall be kept in sound condition, good repair, and weather tight.
- Doors providing access to a dwelling unit shall be equipped with a deadbolt lock with a minimum throw of 1 inch.
- Deadbolt locks requiring a key or special knowledge (combination) to open from the interior are prohibited.
- All windows designed to open should do so easily and be capable of being held in position by window hardware.
- Operable windows located within six (6) feet above ground level shall be equipped with a window sash locking device.

• VENTILATION SYSTEMS

- Every bathroom without a window that opens shall include a ventilation system that discharges to the outdoors.
- Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted to the outdoors.

• PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

- Each dwelling unit shall contain its own bathtub or shower, lavatory, and water closet (toilet) with adequate privacy.
- A kitchen sink is required within a sanitary food preparation area with at least three (3) foot wide passageways.
- All fixtures shall be properly installed and maintained in working order, including providing hot, tempered, and cold running water as necessary. Fixtures and associated drains shall be kept free from obstructions, leaks, and defects.

• HEATING FACILITIES

- Heating facilities, including fireplaces, furnaces, gas water heaters, and boilers must be inspected by a licensed contractor prior to the rental certificate inspection and a written report provided to the City's Inspectors.
- Associated mechanical and electrical appliances shall be properly installed and maintained in a safe working condition.

• ELECTRICAL REQUIREMENTS

- All habitable rooms must have at least two (2) separate and remote receptacle outlets, including faceplate covers.
- Every bathroom shall contain not less than one (1) receptacle and any new receptacle must have GFCI protection.
- Every stairway, kitchen, bathroom, laundry room, mechanical room shall contain not less than one (1) electric light.
- Flexible cords shall not be used for permanent wiring running through doors, windows, walls, floors, or ceilings.

• FIRE SAFETY AND SMOKE DETECTORS

- A continuous and unobstructed path of travel shall be provided from any point in a dwelling unit to the outdoors.
- A smoke alarm shall be maintained in an operable condition at all times and installed in every bedroom, in every room in the path of egress from the sleeping area, and on each story of the dwelling unit, including the basement.
- Smoke alarms shall receive their primary power from the building wiring, be equipped with a battery backup, and shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the dwelling unit.

If you have any questions contact the Property & Housing Maintenance officials at (269) 203-2822