



CITY OF FARMINGTON HILLS SINGLE-FAMILY DWELLING RENTAL REGISTRATION APPLICATION

This form must be completed by the owner of the residential rental property. If completed by someone other than the owner, the owner must complete the section authorizing the non-owner to act on their behalf. All sections must be completed or the application will not be accepted.

A \$140 Registration Fee and Proof of Ownership must accompany this application. Upon inspection and approval by the Dept. of Planning & Community Development, a Certificate of Compliance will be issued. Failure to notify this Department of a change in ownership is a violation of City Ordinance.

Please refer to the **Exterior Maintenance & Inspection Checklist** forms available on the City website ([Rental Inspection](#)) for additional information.

1. PROPERTY INFORMATION				
Property Address*				
Proof of Ownership*		Attach deed to application* Oakland County Register of Deeds (248) 858-0606 - email: deeds@oakgov.com		
2. OWNER INFORMATION (all ownership information below must be completed)				
Owner's Full Name*		LAST NAME		FIRST NAME
		MR.		MS.
If Corporation or Joint Ownership, give name of principal officer or Resident Agent including address of residence. If none, write N/A				
Business Name*				
Address of Owner's Residence*		Number and street name		
		City	State	Zip
Telephone* (numbers only)	Home#		Work#	
	Cell#			
Owner's Driver's License or State ID Number*				
Email Address* A valid email address is required, as all communications will only be sent electronically. Our office operates as a paperless environment.				
Mail Delivery Address* (if different from residence)	Number and street name		City	State Zip
3. SIGNATURE OF OWNER				
I, the undersigned property owner, agree to register the above-referenced property and pay for the City's safety and maintenance inspection. I also agree to obtain any required inspections, as provided by law, to ensure that the building is safe and well-maintained. I acknowledge that the city will not issue a certificate unless all code requirements are met. By signing this application, I certify that all information provided in this application, and in support of this application, is true to the best of my knowledge.				
Owner Printed Name*				
Owner Signature*			Date*	
If you do not have a property manager for this property, write 'N/A' in step #4 and proceed directly to step #6.				

3A. AUTHORIZATION FOR PROPERTY MANAGER				
I, the undersigned property owner, hereby authorize the below-named Property Manager to complete and submit this form on my behalf, including any required registrations, payments, and actions related to the City's safety and maintenance inspection.				
Owner Signature*				Date*
4. PROPERTY MANAGER INFORMATION (complete if manager is different from owner)				
Manager Name*		LAST NAME		FIRST NAME
Business Name*				
Address of Manager's Business*		Number and street name		
		City	State	Zip
Telephone* (numbers only)	Home#			
	Cell #			
Property Manager's Driver's License or State ID Number*				
Email Address* <i>A valid email address is required, as all communications will only be sent electronically. Our office operates as a paperless environment.</i>				
5. SIGNATURE OF PROPERTY MANAGER				
I, the undersigned Property Manager, acknowledge that I have the property owner's authorization to complete and submit this form on their behalf. I agree to register the property for the City's safety and maintenance inspection, pay the applicable fees, and obtain all necessary inspections to ensure that the building is safe and well-maintained. I understand that no certificate will be issued by the City unless all code requirements are met. By signing this application, I certify that all information in this application, and in support of this application, is true to the best of my knowledge.				
Property Manager printed name*				
Property Manager signature*				Date*
6. REGISTRATION FEE				
\$140 Registration Fee Payment*		For detailed payment instruction for both First-Time and Renewal registrations, please refer to the "Guide to Single-Family Dwelling Rental Certification Process" form.		
Contact us via email Rentalinspection@fhgov.com or call (248) 871-2545 City of Farmington Hills – Planning & Community Development 31555 West Eleven Mile Rd. Farmington Hills, MI 48336				
## FOR OFFICE USE ONLY ##				
DATE RECEIVED				All Paperwork Attached to Property in BS&A
	☐ Yes	☐ Yes	☐ Yes	☐ Yes

*Required Field