CITY OF HAZEL PARK
APPLICATION FOR LANDLORD LICENSE

☐ New  ☐ Renewal

RENTAL PROPERTY ADDRESS:

PROPERTY OWNER:  RESPONSIBLE PARTY: (if different than Owner)
- Must include copy of STATE-ISSUED ID  - Must include copy of 1) Responsible Party’s MICHIGAN ID; and 2) SIGNED Property Management Agreement

Name of Company, LLC, etc.  Name of Company, LLC, etc.
Personal Name or Agent  Personal Name or Agent
Mailing Address  Mailing Address
City, State & Zip  City, State & Zip
Phone #  Phone #

Email (Renewal reminders sent via email ONLY)  Email (Renewal reminders sent via email ONLY)

1.)  ☐ COMMERCIAL Property with [[# of units]; or
    ☐ RESIDENTIAL Property that is Single Family ☐; a Duplex ☐; or Multi-Unit (# of units)
2.)  MONTHLY RENTAL FEE: $ __________________
3.)  TENANT INFORMATION: (Optional, See Page 2)

By signing below, I certify that the foregoing is a TRUE and COMPLETE statement of the facts requested, and that I shall comply with all the rules and regulations as set forth by the City of Hazel Park, including but not limited to payment of all fees and taxes. I am responsible for contacting the Building Dept. to schedule rental inspections (and Fire Dept., if three (3) or more units or commercial property). I understand that the Landlord must provide garbage cans (≤35 gallons unless container approved by Dept. of Public Works) and recycling containers. It is the responsibility of the owner/property manager to notify the City Clerk’s Office in writing if ownership/management of the property is terminated or altered. I understand that I am responsible for reapplying for renewal of licensure in a timely manner, and that this Application does not constitute an Issued Landlord License.

Name of Property Owner or Responsible Party: ______________________________
Signature: ______________________________  Date: ______/_____/______

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FOR OFFICE USE ONLY

APPROVALS NEEDED:
☐ Building 248. 546.4075  ☐ Fire Dept. 3(+) Units or Commercial 248. 602.1767
☐ Planning 2(+) Units or New Commercial  ☐ Treasurer

Departmental Signature  Date

Invoice #  Amount Paid  Application Date  Initials

WHEN ISSUED, THIS LICENSE WILL EXPIRE JANUARY 31st, 202   LLRD# ___________________________  Rn: 11/19

___Homestead  ___Non-Homestead  Initial Inspection: __________________ Final Inspection: __________________
**TENANT INFORMATION**

*(Optional)* **Fill out below as completely as possible. Tenant info can be updated in writing at any time.**

**RENTAL PROPERTY ADDRESS:** ________________________________

<table>
<thead>
<tr>
<th>Name:</th>
<th>LAST NAME</th>
<th>FIRST</th>
<th>MIDDLE</th>
<th>DATE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>DL #:</td>
<td>__________________________</td>
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</table>

**Spouse / Other:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>LAST NAME</th>
<th>FIRST</th>
<th>MIDDLE</th>
<th>DATE OF BIRTH</th>
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<td>DL #:</td>
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**Initial Date of Occupancy:** _____/______/__________

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**Landlord License Expiration Dates:**

1.) Properties **North of Nine Mile Rd. expire** on January 31st of every odd-numbered year (e.g., 2021).
2.) Properties **South of Nine Mile Rd. expire** on January 31st of every even-numbered year (e.g., 2022).

**Renewal Fees:** *(New Applications subject to proration or back-fees, as applicable)*

1.) Commercial Property: $300 per unit
2.) Residential Property: $300 for first unit of a property, additional units $100 each

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**WHAT DO I NEED TO APPLY FOR A LANDLORD LICENSE?**

1) Fully completed *Application for Landlord License*
2) Copy of Property Owner’s State-Issued ID
3) Copy of Responsible Party’s Michigan ID *(if Responsible Party is different than Owner)*
4) Copy of Signed Property Management Agreement *(if Responsible Party is different than Owner)*
5) Full payment for Application *(contact the City Clerk’s Office at (248) 546-4064 for Application fee)*
6) Inspection scheduled with Building Dept. in-person or at (248) 546-4075
7) If property contains three (3) or more units or is commercial, inspection scheduled with Fire Dept. at (248) 602-1767