

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

Address

Address

City, State & Zip

City, State & Zip

Phone #

Phone #

Email (Renewal reminders sent via email ONLY)

Email (Renewal reminders sent via email ONLY)

COMMERCIAL Property with # of units

RESIDENTIAL Property that is Single Family ; a Duplex ; or Multi-Unit (# of units)

▪ **MONTHLY RENTAL FEE:** \$

▪ **TENANT INFORMATION:** *(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 multi-unit 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:** ____/____/____

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

Department Signature **Date**
 ____ Homestead ____ Non-Homestead

Invoice # Amount Paid Application Date Initials

IF ISSUED, THIS LICENSE WILL EXPIRE JANUARY 31st _____ **LLRD#** _____ *Rev. 05/19*

TENANT INFORMATION

Please fill out below as completely as possible. Tenant information can be updated in writing at any time.

RENTAL PROPERTY ADDRESS: _____

.....
Name: _____
LAST NAME FIRST MIDDLE DATE OF BIRTH

DL #: _____

Spouse / Other: _____
LAST NAME FIRST MIDDLE DATE OF BIRTH

Initial Date of Occupancy: ____/____/____

.....
Name: _____
LAST NAME FIRST MIDDLE DATE OF BIRTH

DL #: _____

Spouse / Other: _____
LAST NAME FIRST MIDDLE DATE OF BIRTH

Initial Date of Occupancy: ____/____/____

.....
Landlord License Expiration Dates:

- Properties **North of Nine Mile Rd.** expire on January 31st of every **odd-numbered year (e.g., 2021).**
- Properties **South of Nine Mile Rd.** expire on January 31st of every **even-numbered year (e.g., 2020).**

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

- Commercial Property: \$300 per unit
- Residential Property: \$300 for first unit of a property, additional units \$100 each

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WHAT DO I NEED TO SUBMIT MY APPLICATION?

- 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)*