



CITY OF HAZEL PARK
APPLICATION FOR LANDLORD LICENSE

New Renewal

RENTAL PROPERTY ADDRESS:

PROPERTY OWNER:

RESPONSIBLE PARTY: (NOT Registered Agent)

- 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 a 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

Departmental Signature Date

Invoice # Amount Paid Application Date Initials

WHEN ISSUED, THIS LICENSE WILL EXPIRE JANUARY 31st, 202 LLRD# Rev. 12/20

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: _____

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Name: _____
 LAST NAME FIRST MIDDLE DATE OF BIRTH

DL #: _____

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

Initial Date of Occupancy: _____/_____/_____

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Name: _____
 LAST NAME FIRST MIDDLE DATE OF BIRTH

DL #: _____

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

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., 2023).**
- 2.) Properties **South of Nine Mile Rd.** expire on January 31st of every **even-numbered year (e.g., 2022).**

RENEWAL FEES IF LICENSE IS CURRENT: *(New or lapsed applications subject to proration or back-fees)*

- 1.) Commercial Property: \$300 per unit
- 2.) Residential Property: \$300 for first unit of property, with additional units \$100 each (e.g., duplex = \$400)

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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; NOT Registered Agent)*
- 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 if not a renewal)*
- 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