

## **INSTRUCTIONS FOR RENTAL LICENSE APPLICATION**

- A separate application is required for each rental address.
- **PRINT OR TYPE IN BLUE OR BLACK INK. The City will not accept illegible applications.**
- Attach additional sheets as necessary.
- The City will return incomplete applications to the Applicant.
- If the City does not receive a complete application and all accompanying documentation for a renewal before the expiration of the previous license, a late fee applies. **It is the Applicant's responsibility to ensure that the Rental Inspections Division receives a complete application before the expiration of the previous rental license. No exceptions.**
- This application must be submitted in person to the Rental Inspections Division office or mailed to the Rental Inspections Division at the following address:  
**City of Warren  
Rental Inspections Division  
Third Floor  
One City Square  
Warren, Michigan 48093**
- Failure to submit an application or submitting an inaccurate, incomplete, illegible, or falsified application may affect City permits, licenses, or other permissions. Submitting a falsified application is a misdemeanor offense.

### **RENTAL PROPERTY INFORMATION**

Provide the address, parcel number, and property type of the rental property. For group homes, provide a copy of the current State of Michigan license.

### **OWNER INFORMATION**

Provide the legal owner(s) contact information and copies of **each** owner's driver's license or government identification with current address (if owner is individual). The legal owner(s) name must match the City Assessing Department's Records. If the legal owner(s) has/have changed, the legal owner(s) must submit a property transfer affidavit to the City Assessing Department before submitting the application to the Rental Division.

### **RESPONSIBLE LOCAL AGENT INFORMATION**

**You must designate and provide contact information with a copy of the driver's license for the responsible local agent. The responsible local agent must both: (1) be an individual and list name and contact information; and (2) reside within the City or within a 50-mile radius of the City.** The tenant cannot be the responsible local agent. The current responsible local agent is required to provide written notification to the City of any change in the responsible local agent designation, even if the license is expired. **The responsible local agent on file with the City is responsible for the property until the City receives written notification of local agent termination.** If a new responsible agent is appointed, he/she must fill out a new page two of the application.

### **FORM A – OWNER INFORMATION**

If the legal owner(s) of the property is an entity, provide contact information as indicated on the form. A new Form A must be submitted with each application.

### **FORM B – TENANT INFORMATION**

Except for condominium rentals, provide contact information for each tenant occupying the property. The legal owner(s) or the responsible local agent are obligated to submit an updated Form B when a tenant takes possession of the premises. A new Form B must be submitted with each application.

**DIRECT ALL QUESTIONS TO THE RENTAL INSPECTIONS DIVISION AT (586) 574-4633.**