



RENTAL LICENSE APPLICATION

City of Warren

Rental Inspections Division, Third Floor

One City Square,

Warren, Michigan 48093

586-574-4633 Fax: 586-574-4540

PROPERTY INFORMATION

(REQUIRED)

Rental Address: _____ Parcel No.: _____

PROPERTY TYPE (check one):

Single-Family Dwelling - \$200

Two-Family Dwelling - \$300

Late Fee - \$75

Group Home - \$95

FOR GROUP HOMES, PROVIDE COPY OF CURRENT STATE OF MICHIGAN GROUP HOME LICENSE.

Check one:

VACANT: Yes No Properties that are unoccupied (or under renovations) for more than 30 days must be registered with the City Department of Property Maintenance Inspection as vacant. Warren Code of Ordinances, § 28-64.

OWNER INFORMATION

(REQUIRED)

PROPERTY OWNER TYPE (check one):

Individual

Limited Liability Company (LLC)

Sole Proprietorship

Trust

Limited Liability Partnership

Other: _____

Corporation

Legal Owner Name(s): _____

PRINT OR TYPE / MUST MATCH ASSESSING RECORDS / IF INDIVIDUAL (NOT ENTITY): LAST NAME, FIRST NAME, MIDDLE INITIAL

Address: _____ City: _____ State: _____ Zip Code: _____

(NO P.O. BOXES)

Phone (primary): _____ (work): _____ (cell): _____

If individual:

Driver's License/Passport No.: _____ State of Issue: _____ Date of Birth: _____

- If owner is not an individual, attach Form A – entity information.
- If tenant-occupied, attach Form B – tenant information.
- Attach owner's, property manager, and registered local agent identification.

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For Office Use Only:

Receipt No.	Date:	Amount:

PLEASE MAKE COPIES FOR YOUR RECORDS



RENTAL LICENSE APPLICATION

Page 2

Rental Address: _____ Parcel No.: _____

LOCAL AGENT INFORMATION * REQUIRED *****

**APPLICATION WILL NOT BE PROCESSED WITHOUT INFORMATION & SIGNATURES
(YOU MUST DESIGNATE A LOCAL AGENT)**

A local agent can be:

- PROPERTY OWNER** (individual and within 50 miles of City);
- OWNER OF THE PROPERTY MANAGEMENT COMPANY** (individual and within 50 miles of City); or
- if not a property management company, **OTHER RESPONSIBLE INDIVIDUAL** (individual and within 50 miles of the City).

Individual's name: _____

Driver's License/State ID No.: _____ (LAST) (FIRST) (MIDDLE INITIAL) Date of Birth: _____

Phone (primary): _____ (work): _____ (cell): _____

Company and title (if applicable): _____

Company/Home address: _____ City: _____ State: _____ Zip Code: _____
(NO P.O. BOXES)

- By signing below, I understand that by signing this application, I am **personally responsible** for this property.
- By signing below, I also understand the City may charge me personally with a misdemeanor or a municipal civil infraction for failing to comply with the City's ordinance requirements. I also understand a misdemeanor is punishable by imprisonment fines, and costs. A misdemeanor conviction may affect my criminal history.

Signature: _____ **Date:** _____

MUST HAVE SIGNATURE TO PROCESS

FOR PROPERTY MANAGERS, PROVIDE COPY OF THE PROPERTY MANAGEMENT AGREEMENT. THE MANAGEMENT AGREEMENT MUST HAVE THE SIGNATURES OF THE PROPERTY OWNER AND PROPERTY MANAGER.

By signing this Application, I verify all of the following: the information on this Application is, to the best of my knowledge, accurate; I have a continuing obligation to update the application documents with any changes (including to Form A, Form B, and Local Agent Information); the Legal Owner(s) and the Responsible Local Agent are both responsible for any City Ordinance violations; if the information provided to the City is not updated to reflect relevant changes in property status, both the Legal Owner(s) and the Responsible Local Agent continue to be responsible for any City Ordinance violations even if ownership has transferred or a tenant has vacated; I have attached a copy of all of the following documents (if applicable): (1) the Legal Owners' governing documents, (2) rental application fee, (3) my Driver's License or other government identification, (4) the Responsible Local Agent's Driver's License or State Identification Card, (5) State Group Home License, (6) Legal Owner(s) passports or other government identification, (7) Forms A and B; and (8) property management agreement (or similar document); and I am the legal property owner of record or I am an agent of the legal property owner(s) of record with authorization to sign this Application.

Applicant's Signature: _____ **Date:** _____

(THE APPLICANT IS THE PERSON THAT PREPARED THIS APPLICATION)

Printed Name: _____

Company and title: _____

Driver's License/Passport No.: _____ Date of Birth: _____

Phone (primary): _____ (work): _____ (cell): _____

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.

CHECKLIST FOR RENTAL INSPECTIONS LICENSE APPLICATION

Before submitting this Application, confirm that you have attached all of the listed documents:

- COMPLETED RENTAL APPLICATION** (2 pages)
- FORM A** (if owner is an entity)
- FORM B** (if currently tenant-occupied and not a condominium rental)
- RENTAL APPLICATION FEE** (including any late fees)
- COPY OF OWNER(S) DRIVER'S LICENSE OR GOVERNMENT IDENTIFICATION**
or **IF OWNER IS AN ENTITY, COPY OF INDIVIDUAL LISTED ON FORM A'S DRIVER'S LICENSE OR GOVERNMENT IDENTIFICATION** (identification must show address).
- COPY OF APPLICANT'S DRIVER'S LICENSE OR GOVERNMENT IDENTIFICATION**
(identification must show address)
- COPY OF RESPONSIBLE LOCAL AGENT'S DRIVER'S LICENSE OR STATE IDENTIFICATION CARD SHOWING ADDRESS**
- COPY OF STATE OF MICHIGAN GROUP HOME LICENSE** (if application is for a group home)
- COPY OF PROPERTY MANAGEMENT AGREEMENT** (or similar contract, if applicable). The Property Management Agreement must be signed by all parties and include the name of the property management company, the owner of the rental property, and the address of the property.

The Applicant is responsible for submitting all of the required paperwork.

Provide copies of the driver's license for applicant, legal owner, and agent when submitting the application.

If information is not included, your application will be returned.

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



FORM A - OWNER INFORMATION

City of Warren

Rental Inspections Division
Third Floor

One City Square,
Warren, Michigan 48093
586-574-4633 Fax: 586-574-4540

PROPERTY INFORMATION

Rental Address: _____ Parcel No.: _____

ENTITY INFORMATION

List the following entity information:

- For sole proprietor – the proprietor
- For trusts – responsible beneficiary
- For a partnership and limited liability partnerships – responsible partner
- For a limited liability company – responsible member or manager
- For a corporation – responsible corporate officer or director

Name (individual): _____

LAST FIRST MIDDLE INITIAL

Title (i.e. partner, member etc.): _____

Address: _____ City: _____ State/Country: _____ Zip Code: _____

Phone (primary): _____ (work): _____

Signature _____

A new Form A must be submitted with each application.

Applicant/Owner Signature: _____

Date: _____

Printed Name: _____

Company and title: _____



FORM B – TENANT INFORMATION

City of Warren

Rental Inspections Division
Third Floor
One City Square,
Warren, Michigan 48093

PROPERTY INFORMATION

Rental Address: _____ Parcel No.: _____

TENANT INFORMATION

Unless required by law, or ordered to do so by a court or government agency, the City will not release private information provided on this form, including date of birth.

1. Tenant name: _____ Date of Birth: _____

Phone (primary): _____

2. Tenant name: _____ Date of Birth: _____

Phone (primary): _____

3. Tenant name: _____ Date of Birth: _____

Phone (primary): _____

4. Tenant name: _____ Date of Birth: _____

Phone (primary): _____

This form or updated form must be submitted to the City of Warren Rental Inspections Division within seven days of a tenant taking possession of the premises. A new Form B must be submitted with each application.

Owner/Applicant Signature: _____ **Date:** _____

Printed Name: _____

Company and title: _____

City of Warren
RENTAL INSPECTION CHECKLIST
1 & 2 Family, Multiple Family Dwelling Units
& Owner-Occupied Rentals
Within The City of Warren, **Effective March 1, 2023**

EXTERIOR (\$75.00 re-inspection fee will apply for any exterior failed inspection)

1. All dwellings/buildings shall be painted or covered with material that seals out moisture. All exterior surfaces wood, metal, masonry, and siding will have a protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All dwellings/buildings shall be maintained in good repair and structurally sound.
2. Steps, porches and stairways outside of dwelling shall be sound, free of loose coverings, holes, depressions or defects.
3. The exterior shall be free of debris, rubbish, trash, garbage or waste.
4. Garbage containers: Approved leak proof containers provided with close-fitted covers. Containers will not be stored in front or side yards.
5. The exterior roof surface shall present no deformations, voids or impervious surface to rainwater. Gutters & downspouts shall be maintained in good repair and free from obstructions. Rain or storm water shall not be discharged in a manner that creates a public nuisance.
6. All outside windows of the dwelling shall be equipped with panes of glass or approved materials, and sealed from water and wind.
7. All exterior doors of the dwelling shall be capable of being secured from the inside by a locking device and shall be operable by actuating a latch or similar device. All doors shall be maintained so they present a barrier to persons and animals
8. Evidence of rodent infestation. Landlord(s) shall commence a rodent extermination plan with approval of the code official or designated representative before a license shall be issued.
9. Insect screens – every door, window and other outside opening required for ventilation of habitable rooms, and in good working condition.
10. All premises and exterior property shall be maintained free from weeds or plant growth in excess of six (6) inches. All noxious weeds shall be prohibited. All vegetation, shrubs and trees shall be trimmed. All dead trees, branches and vegetation shall be removed from the premises.
11. All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.
12. No inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled.

INTERIOR (\$100.00 re-inspection fee will apply for any interior items that fail)
(\$150.00 re-inspection fee will apply for failed interior and exterior inspection)

13. Basement hatchways-basement windows. Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water. Every basement window that is openable shall be supplied with rodent shields, storm windows or other approved protection against the entry of rodents.
14. Each window shall be capable of being locked or secured from the inside of the dwelling. Each room shall have at least one window that can be opened and equipped with a screen operable from the inside.
15. The interior of the dwelling shall be free from dirt, refuse, garbage, waste and dust. Walls and woodwork shall be free of cracks and crevices.
16. The interior walls and woodwork shall have been sealed through the application of paint and other materials which are designed to prevent the accumulation of dirt, residue and dust.
17. Steps, floors and stairways of dwellings shall be sound, free of loose coverings, holes, depressions or defects.
18. Every handrail and guard shall be firmly fastened & capable of supporting normally imposed loads and in good condition.
19. The dwelling shall be equipped with a sanitary sewage disposal that drains freely at all times and shall be connected to the municipal sanitary sewage system.

Continued on reverse side

20. The dwelling shall be equipped with a functioning hot water system capable of delivering water at a temperature of 120 degrees Fahrenheit. The plumbing system shall be free of leaks and utilize faucets that completely stop the passage of water when so operated.
21. The dwelling shall be equipped with a functioning lavatory, water closet and bathtub/shower. Water closet shall present a clean and sanitary appearance. Lavatory, bathtub/shower shall be free of permeable cracks, crevices or porous areas.
22. The dwelling shall be equipped with a sink which shall be located in the room designated as the kitchen. The kitchen sink shall be connected to a functioning hot and cold water system capable of delivering hot water at a temperature of 120 degrees Fahrenheit. The kitchen sink shall be free of cracks and crevices and shall present a clean and sanitary appearance. The kitchen sink and area surrounding sink shall present a non-porous surface for water and drain into a freely-running sewer system.
23. Kitchens are to be equipped with a minimum of three (3) grounding type duplex receptacles. Two of these receptacles shall be readily accessible for use with portable appliances. Receptacle outlets of the grounding type shall be properly grounded and wired with the correct polarity. The outlet shall be ground-fault, circuit-interrupter protected (GFCI) and identified as such.
24. Bathrooms shall be equipped with a receptacle separate from the light fixture and not less than 30 inches or more than 60 inches above the floor adjacent to the wash basin. Receptacle outlets of the grounding type shall be properly grounded and wired with the correct polarity. The outlet shall be ground-fault, circuit-interrupter protected (GFCI) and identified as such.
25. At least two entrances or exits shall be provided with outside lights and readily accessible switches. Stairs shall be equipped with lights and 3-way switching. Excessive or improper extension cords shall be removed.
26. The dwelling shall be equipped with a minimum 60 AMP electrical service in good condition.
27. When a laundry area is provided, it shall have a wall-mounted grounding type duplex receptacle provided adjacent to the laundry equipment on a separate circuit and shall be (GFCI) protected.
28. In each room, a minimum of two duplex receptacles shall be equally spaced. A wall switch receptacle is permitted if no lighting outlet exists.
29. All defective switches, receptacles, fixtures painted over and missing plates shall be replaced. Open splices are not permitted.
30. Basement requires one lighting outlet and wall mounted switch for every 200 square feet and one in each enclosed area that can be walked into.
31. The improperly wired garage/out building shall be wired to code or have the wiring removed.
32. The furnace shall be provided with a separate electrical circuit.
33. A defective electrical system – refer to an electrical inspector. The water meter shall be bonded.
34. The dwelling shall be equipped with a heating system that maintains all occupied rooms at a temperature of at least 68 degrees Fahrenheit at a distance of 3-feet above the floor level when the outside temperature is minus ten degrees Fahrenheit.
35. The owner of each dwelling unit shall install or have installed one (1) or more approved smoke detector device(s) for each level of the dwelling unit. Smoke detector devices shall be installed in each sleeping room and the hallway leading to the sleeping room. The smoke detector device shall be able to sense visible or invisible particles of combustion. The location should be as described in the National Fire Protection Association standards. The smoke detector device(s) shall, when actuated, provide an alarm suitable to warn occupants of fire within the individual dwelling unit. **The owner shall install one (1) carbon monoxide detector near bedrooms.**
36. The doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily able to be opened from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a lock throw of not less than 1 inch (25mm). Such deadbolt locks shall be installed according to the manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock.
37. Exhaust dryer ducts shall have a smooth interior finish and shall be constructed of metal a minimum 0.016-inch minimum 28 gage (0.4mm) thick. The exhaust duct size shall be 4 inches (102 mm) nominal in diameter. Ducts shall not be joined with screws or similar fasteners that protrude into the inside of the duct. Clothes dryers shall be exhausted in accordance with the manufacturer's instructions.

The inspection includes, but is not limited to, this checklist. It also falls under the jurisdiction of the International Property Maintenance Code adopted by the City of Warren effective May 1, 2006.

CITY OF WARREN
RENTAL INSPECTIONS DIVISION FEE
EFFECTIVE MARCH 1, 2023

Registration for Initial/Renewal Rental License (single family dwelling)	\$200.00
Registration for Initial/Renewal Rental License (multi-family dwelling)	\$300.00
Failed <i>Interior and Exterior</i> Inspection	\$150.00
Failed <i>Interior</i> Inspection Only	\$100.00
Failed <i>Exterior</i> Inspection Only	\$ 75.00
Failure to Appear for Rental Inspection / Lock Out	\$100.00
Registration (Group Home)	\$ 95.00
Cancelled Inspection (less than 24 hour notice)	\$ 75.00
Late Renewal Fee	\$ 75.00

UNLESS REQUIRED BY LAW, OR ORDERED TO DO SO BY A COURT OR GOVERNMENT AGENCY, THE CITY WILL NOT RELEASE PRIVATE INFORMATION PROVIDED ON ALL DOCUMENTS.

RENTAL INSPECTION APPLICATIONS **WILL NOT** BE PROCESSED AFTER 4:30 P.M.

WE **WILL NOT** PROVIDE COPIES OF YOUR DOCUMENTS.

THE APPLICANT IS RESPONSIBLE FOR SUBMITTING ALL OF THE REQUIRED PAPERWORK. **THE CITY WILL NOT PROCESS ANY APPLICATION THAT DOES NOT CONTAIN ALL REQUIRED INFORMATION.**

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!

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.

IF YOU ARE EVICTING YOUR TENANT(S), WE REQUIRE A COPY OF THE EVICTION PAPERWORK. IT IS THE OWNER'S / RESPONSIBLE LOCAL AGENT'S RESPONSIBILITY TO KEEP US UPDATED ON THE STATUS OF THE EVICTION.

THE LEGAL OWNER(S) OR THE RESPONSIBLE LOCAL AGENT ARE OBLIGATED TO SUBMIT AN UPDATED TENANT FORM WHEN A TENANT TAKES POSSESSION OF THE PREMISES, A TENANT VACATES THE PREMISES OR A RENEWAL APPLICATION OF A RENTAL LICENSE IS FILED.

IF THE PROPERTY IS VACANT AND WILL NOT BE A RENTAL, THE PROPERTY MUST BE REGISTERED VACANT WITH THE PROPERTY MAINTENANCE INSPECTIONS DIVISION (VPR).

IT IS THE OWNER'S RESPONSIBILITY TO NOTIFY THE RENTAL INSPECTIONS DIVISION AND ASSESSING DEPARTMENT WITH ANY PROPERTY TRANSFER, NAME OR ADDRESS CHANGE.

INSPECTION DATES WILL NOT BE SCHEDULED UNTIL PAPERWORK IS PROCESSED AND FEES ARE PAID.

RENTAL PROPERTIES MUST BE INSPECTED WITHIN **30** DAYS OF THE APPLICATION SUBMITTAL.

CITY OF WARREN - SANITATION DIVISION

(586) 775-1400

GUIDELINES FOR CURBSIDE REFUSE AND COMPOST COLLECTION

REFUSE

1. Refuse and garbage carts must be 3 feet apart and assembled on the grass at the curb by 6:00 a.m., or no earlier than 6:00 p.m. on the evening before your scheduled collection day. Until this time, store refuse and garbage in rear yard.
2. ALL GARBAGE must be stored in the city issued 96-gallon blue trash cart (blue lid) or plastic bags.
3. PAPER BAGS, BUSHEL BASKETS, AND FILLED BOXES will not be collected or emptied. Boxes should be broken down so that the cardboard is flattened and should be tied securely and stacked by the recycling bin at the curbside.
4. Items too large to fit into regular containers such as discarded CARPETS, APPLIANCES, FURNITURE, and MATTRESSES should be set neatly next to the rubbish containers. Mattresses with bed bugs MUST be wrapped and contained in plastic. Carpets/padding must be cut, rolled and tied securely in four (4) foot lengths. Prior to pickup, refrigerators & freezers must be empty and have the doors removed - the Freon does not have to be removed from them. Air Conditioners & dehumidifiers must have the freon removed prior to pickup by a licensed refrigerant recovery or heating and cooling company (and have a sticker showing proof of it attached to the appliance) before we can pick it up.
5. LATEX PAINT must be dried out or solidified to dispose of. Use cat litter, sand, or hi-dri to absorb the paint. Once paint is solidified, leave the lid off the can and set it out at the curbside with your regular garbage OR bring the solidified paint cans with the lids off to the recycling center.
6. Curbside crushed concrete (up to a half wheel barrel full)
7. Curbside metal
8. The following items will not be collected curbside by the City of Warren Sanitation Division: DIRT, SOD, BRICKS, ROCKS, TIRES, SHINGLES, AND HAZARDOUS WASTE (OIL, PAINT, ETC). Please do not place these items out for collection

All legal residents, including tenants, receive a weekly curbside pick-up. Owners of rental properties generate an income and have the burden of removing the material once the home is vacated or evicted. Debris left behind on collection day would be subject to a cost for removal by the Sanitation Department.

COMPOST

Compost season runs from April 1st to December 1st. There is no curbside pick up for compost from December 2nd to March 31st. Compost is accepted at the Recycling Center year round.

1. Compost must be assembled on the grass at the curb by 6:00 a.m. or no earlier than 6 p.m. on the evening before your scheduled collection day. Until this time, store compost in rear yard. Place compost material 5 feet from other garbage at curbside.
2. All yard waste (i.e. grass clippings, leaves, garden/flower bed debris & small brush) must be in the blue 96-gallon compost cart (brown lid) OR 30-gallon biodegradable brown paper bags. **NO PLASTIC BAGS.**
3. TREE BRANCHES & SHRUBS must be tied securely in small bundles for easy removal. They must be four feet or less in length, under 2 inches in diameter and light enough for one person to pick up the bundle. Tree trunks and stumps must be cut to firewood size pieces (18 inches in length & under 10 inches in diameter) and brought to the recycle center to be recycled as free firewood.
4. ROOTS must be cut off shrubs, dirt removed, then place roots with garbage and the cut and bundled shrub with the compost.
5. LOGS, TREE TRUNKS, and TREE STUMPS, will not be collected curbside.