

**2021**

**CHARTER TOWNSHIP OF MILFORD  
1100 ATLANTIC STREET, MILFORD MI 48381**

**RESIDENTIAL RENTAL REGISTRATION APPLICATION**

In accordance with Chapter 8 of the Code of Ordinances #233 for the Township of Milford, the following application is submitted to register rental property.

**\*\* RENTAL Property Parcel#** \_\_\_\_\_

**\*\* RENTAL Property Address** \_\_\_\_\_

**\*\* IS THIS ADDRESS A RENTAL PROPERTY?      Yes                      No**

**If this is a non-rental property you must submit a utility bill in your name as proof that this is your secondary property for you own personal use.**

I hereby certify that the property listed above is not being occupied for residential **rental** purposes.

**\*\* Print owners Name:** \_\_\_\_\_

**\*\* Owner Signature:** \_\_\_\_\_ **Phone#** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*\* Reason:** \_\_\_\_\_

**\*\* Required field MUST be filled out.**

If this is a NON RENTAL property, you may fill out this form and return page 1 only with PROOF.

**All others complete pages (two) 2 through four (4)**

**Owner Information:**

Provide required **owner information** for all those with an ownership interest. If the owner is not a natural person, provide information for the president, general manager or other chief executive officer of the organization.

PRINT LANDLORD NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**RENTAL PROPERTY INFORMATION:**

RENTAL PROPERTY ADDRESS \_\_\_\_\_

PARCEL # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

(If more space is needed, please provide the information on a separate sheet)

**Responsible Local Agent (Manager) If not landlord :**

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Section 1* REGISTRATION TYPE

\_\_\_\_\_ New Registration      \_\_\_\_\_ Renewal Registration      \_\_\_\_\_ Occupancy Change

**Rental Certification:**

Date of Last Inspection: \_\_\_\_\_ Date of Certificate of Compliance: \_\_\_\_\_

**Structure:**

Type of Structure:

One- or two-family dwelling units, townhouse or condo: \_\_\_\_\_

Apartments above storefronts & stacked: \_\_\_\_\_

Multi-unit buildings (3 or more): \_\_\_\_\_

Name of apartment complex: \_\_\_\_\_

**Required Information:**

1. Total square footage per building/structure: \_\_\_\_\_
2. Multi-unit, square footage of each unit: \_\_\_\_\_
3. Multi-unit, number of units per building/structure: \_\_\_\_\_
4. Maximum number of occupants expected to reside in building/structure: \_\_\_\_\_
5. Maximum number of occupants expected to reside in each unit: \_\_\_\_\_
7. Zoning District: \_\_\_\_\_
8. Water Heater (Gas or Electric): \_\_\_\_\_ Heat (Gas or Electric): \_\_\_\_\_  
Boiler: \_\_\_\_\_

The applicant acknowledges responsibility for complying with the ordinances regarding rental property in the Township of Milford and that it is a violation of such ordinances to provide inaccurate or incomplete information required for this registration.

Upon any change in the registration information, including change in the Owner or Responsible Local Agent, the property shall be re-registered. The Township has no obligation to provide advance notification regarding expiring registrations or Certificates of Compliance. It is the Owner's responsibility to maintain current registrations, inspections and Certificates of Compliance.

The applicant acknowledges receipt of a copy of the ordinance regarding rental registration and certification requirements and has notified the occupants/tenants of the applicable ordinances.

I certify that all information herein is a true and complete statement of facts required:

Date: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

Owner's Printed Name: \_\_\_\_\_

Owners mailing address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Owners phone # \_\_\_\_\_

## Residential Rental Registration Fees

### Annual Registration Fees

Registration/Renewal Fee	\$25.00
One or Two-Family Dwelling Units, Townhouse or Condo	\$195.00 per dwelling (inspection every 3 years)
Multi-Unit Buildings with 3 or more units	\$245.00 per structure
Apartments above storefronts & stacked units	\$170 per unit of 2 apartments
Re-inspection Fee for one & two-family units (fee also applied to verifiable complaints)	\$75.00 each
Broken appointment	\$75.00

New owner of rental property shall re-register, but no fees will be collected if the property transfer takes place during the registration cycle. No registration fees will be returned to the former owner in such cases.