

# RENTAL CERTIFICATE APPLICATION

*New Rental Certificate Application required every two (2) years and when change of tenant occurs.*

DATE \_\_\_\_\_ PROPERTY ADDRESS \_\_\_\_\_  
PARCEL ID # \_\_\_\_\_  
NUMBER OF RENTAL UNITS IN BUILDING \_\_\_\_\_

## 1. Owner's Information

Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ MI, Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_  
Email \_\_\_\_\_

## 2. Manager or Legal Agent Information\*

Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ MI, Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_  
Email \_\_\_\_\_

## 3. Current Tenant Information

Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ MI, Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_  
Email \_\_\_\_\_

LIST OWNER'S PROPERTIES WITHIN THE CHARTER TOWNSHIP OF ROYAL OAK OFFERED FOR RENT OR LEASE:  
(Attach separate list if necessary)

\_\_\_\_\_ ADDRESS

\_\_\_\_\_ ADDRESS

### AFFIDAVIT OF OWNER

I HEREBY APPLY FOR A REGISTRATION CERTIFICATE UNDER CHAPTER 6, ARTICLE 4: RENTAL DWELLINGS, AND THEREBY CERTIFY THAT THE ABOVE INFORMATION AND ANSWERS ARE CORRECT AND TRUE AND THAT I AM THE LEGAL OWNER OR LEGAL MANAGER / AGENT (i.e. power of attorney) OF THE PREMISES AT THE ABOVE LOCATION.

\_\_\_\_\_  
OWNER / AGENCY SIGNATURE

### FOR OFFICE USE ONLY

\_\_\_\_\_ FEE \$150.00 (Includes two (2) inspections); AND  
\_\_\_\_\_ FEE \$30.00 Application Fee; PLUS:

\_\_\_\_\_ FEE \$50.00 Per Each Additional Rental Unit in Multi-Tenant Buildings with Two (2) or More Units

\_\_\_\_\_ = TOTAL FEE DUE



**Charter Township of Royal Oak**

21131 Gardenlane, 2nd Floor | Ferndale, MI 48220 | 248.547.9800

# Residential Checklist

*Checklist for Inspections Performed for Residential Certificate of Compliance / Rental Certificate\**

<b>DATE</b> _____	<b>JOB ADDRESS</b> _____
	<b>LOCK BOX</b> _____

	Approved	Not Approved
1.	_____	_____ Furnace certification (PMC 603.1)
2.	_____	_____ Roof affidavit (PMC 304.7)
3.	_____	_____ Ground-fault interrupters outlets - kitchen (PMC 605.2)
4.	_____	_____ Ground-fault interrupters outlets - bathrooms (PMC 605.2)
5.	_____	_____ Smoke detectors (PMC 704.2)
6.	_____	_____ Toilet tank valve (PMC 504.1)
7.	_____	_____ Bathroom - window/exhaust fan (PMC 403.2)
8.	_____	_____ Handrails (PMC 304.1.2 & PMC 305.5)
9.	_____	_____ Rigid, smooth metal pipe - dryer vent (PMC 403.5)
10.	_____	_____ Hot water tank gas shut-off valve (PMC 505.4)
11.	_____	_____ Grounded outlet for washer/dryer (PMC 605.2)
12.	_____	_____ 60 amp service (PMC 604.2)
13.	_____	_____ Ground-fault Interrupters - exterior outlets (PMC 605.2)
14.	_____	_____ Overhead wiring to garage (MRC E 3501.3)
15.	_____	_____ Vacuum breakers - external faucets (PMC 505.2)
16.	_____	_____ Vacuum breakers - laundry tub (PMC 505.2)
17.	_____	_____ Edison line - 10' clearance (3504.2.2)
18.	_____	_____ Attached garage fire wall/door (PMC 703.1)
19.	_____	_____ Garage door opener - separate outlet
20.	_____	_____ Trip hazards (PMC 302.3 & PMC 305.4)
21.	_____	_____ Carbon monoxide detector
22.	_____	_____ Exterior trim, siding, windows / doors protected from elements by painting (PMC 304.2)
23.	_____	_____ Windows / screens (PMC 304.13.2 & 304.14)
24.	_____	_____ Accessory structures (PMC 302.7)
25.	_____	_____ Interior surfaces peeling and chipped paint (PMC 305.3)
26.	_____	_____ Site conditions (PMC 302.1 , 302.2 & 302.4)

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

**All violations must be corrected and a final inspection completed within six (6) months.**

\* As required in 2012 International Property Maintenance Code, or currently adopted IPMC (if more recent than 2012 Code). Also, please note this list is not exhaustive; additional violations may apply.



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