

# CHARTER TOWNSHIP OF YPSILANTI

## OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement • Police Services

### RENTAL PROPERTY REGISTRATION

Single Family and Duplex Residential Rental Property

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

Single Family (1 unit): \_\_\_\_\_ Duplex / Multiple: \_\_\_\_\_ of \_\_\_\_\_ units Fee: \_\_\_\_\_ (\$10)

**Note: Structures with more than one dwelling unit requires a separate registration form and \$10 for each unit.**

Failure to Register Penalty Fee: \_\_\_\_\_ \$100 per structure (single or multiple unit structure (only 1 fee))

Amount of monthly rent from all sources: \$ \_\_\_\_\_

Individual Property Owner: \_\_\_\_\_

Owner date of birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Driver's License/State ID: \_\_\_\_\_

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

**Do you wish to receive official correspondence by acknowledged email:** \_\_\_\_\_ Yes \_\_\_\_\_ No

Corporate Property Owner: \_\_\_\_\_

Michigan ID No.: \_\_\_\_\_ Resident Agent: \_\_\_\_\_

Registered Office Address: \_\_\_\_\_

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

Corporate Officer: \_\_\_\_\_ Email Address: \_\_\_\_\_

Office Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

If the rental property is managed or operated by a designated agent, the owner shall supply the name, address and telephone number of that person or entity and a written statement that the designated agent is authorized to receive notices, invoices and other legal process on behalf of the owner pursuant to enforcement of this code. If an agent / representative is listed, the Township will send official notices to that person or entity.

**Designated Agent Information (if applicable)**

Property Agent Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**\*Owner statement received?**  Yes  No

\_\_\_\_\_  
Agent / Representative Signature

\_\_\_\_\_  
Date

Note: Owners who wish to receive scheduling notices, invoices and other legal notices from the Township and who are unable to physically be present for inspections may choose to designate an agent to represent them for the purpose of attending scheduled inspections. Owners must notify the Township in writing and provide the agent’s name and contact information at least four days prior to a scheduled inspection. Written notification may be done by email or fax on a case by case basis. Township inspectors are prohibited from entering a rental property to conduct a scheduled inspection unless the property owner or designated agent is physically present to accompany the inspector through the house. Failure to be present at a scheduled inspection will result in a “no show” fee being assessed and the inspection being re-scheduled.

Any changes in owner contact information, changes in designated agents or changes in the number of units contained in a multiple unit dwelling shall be reported to the Office of Community Standards within 15 days. The Township will not be responsible for missed inspection appointments and delinquent invoices caused by an owner’s failure to notify the Township of a change of address or a change of agent designated to receive official notices and invoices.

**REGISTRATION FEE**

- **\$10 for each single rental property**
- **\$10 for each unit of a multiple unit structure**
- **\$100 penalty fee for failure to register an occupied rental property of any type**

A separate registration from is required for each rental property and for each rental unit within a structure. Send registration form with payment of applicable fees to:

Charter Township of Ypsilanti  
Office of Community Standards  
7200 S. Huron River Drive  
Ypsilanti, MI 48197

