CITY OF HAZEL PARK APPLICATION FOR LANDLORD LICENSE

		New	□ Renewa	ıl
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RENTAL PROPERTY ADDRESS:

***This Landlord License application is only for properties rented for terms of more than 30 days; properties rented for terms of 30 days or less must apply for Short-Term Rental licensure.

RESPONSIBLE PARTY: (NOT Resident Agent) **PROPERTY OWNER**: (check if same as Resp. Party) - Must include copy of Owner's STATE-ISSUED ID - Must include copy of 1) Responsible Party's MICHIGAN ID; and 2) SIGNED Property Management Agreement Name of Company, LLC, etc. Name of Company, LLC, etc. Personal Name or Agent Personal Name or Agent Driver's License/ID # Driver's License/ID # Mailing Address Mailing Address City, State & Zip City, State & Zip Phone # Phone # Email (Courtesy renewal reminders sent via email only) Email (Courtesy renewal reminders sent via email only) 1.) COMMERCIAL Property with # of units; OR RESIDENTIAL Property that is Single Family □; a Duplex □; or Multi-Unit (# of units) By signing below, I certify that the foregoing is a true and complete statement of the facts requested, and that I shall comply with all the rules and regulations as set forth by the City of Hazel Park, including but not limited to payment of all fees and taxes. I acknowledge that I must provide complete tenant information as set forth on the second page of this application, and that failure to do so will result in licensee's personal responsibility for ordinance violation(s) by tenant. I am responsible for contacting the <u>Building Dept.</u> to schedule rental inspections within ten (10) days of applying for licensure (and the Fire Dept. if three (3) or more units or a commercial property). I understand that I must provide garbage cans and recycling containers. It is the responsibility of the owner or property manager to notify the City Clerk's Office in writing if ownership or management of the property is terminated or altered. I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR RENEWING THIS LANDLORD LICENSE PRIOR TO ITS EXPIRATION. Name of Signer (Owner or Responsible Person):_____ Signature: Date: / FOR OFFICE USE ONLY **APPROVALS NEEDED:** Building 248. 546.4075 Fire Dept. 3(+) Units or Commercial - 248. 602.1767 Planning 2(+) Units or New Commercial **Departmental Signature** Date Treasurer Initials

 Invoice #
 Amount Paid
 Application Date
 Initials

 IF ISSUED, THIS LICENSE WILL EXPIRE JANUARY 31st, 202___
 LLRD#_____
 Rev. 11/22

TENANT INFORMATION FOR RESIDENTIAL PROPERTIES

Completely fill out the tenant information below. Revised tenant information must be provided to the City Clerk's Office within ten (10) days of any change. Additional forms can be used as needed.

RENTAL PROPERTY ADDRESS:	·						
Tenant Name:							
Tenant Name:			DATE OF BIRTH				
Driver's License #:							
Initial Date of Occupancy:/	/						
Tenant Name:							
Tenant Name:	FIRST	MIDDLE	DATE OF BIRTH				
Driver's License #:							
Initial Date of Occupancy:/	/						
<u>BY SIGNING BELOW, I ACKNO</u> TENANT INFORMATION AS S							
RESULT IN LICENSEE'S PE							
VIOLATION(S) BY TENANT.							
Name of Signer (Owner or Responsible Person):							
Signature:		Date:	//				
LANDLORD LICENSE EXPIRAT	TION DATES:						
 Properties North of Nine Mile Rd. Properties South of Nine Mile Rd. 							
RENEWAL FEES: <u>(Checks should be made</u> proration or back-fees. Renewals accepted beginning N			lications are subject to				
 Commercial Property: \$300 per unit Residential Property: \$300 for first 			g., duplex = \$400)				
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WHAT DO I NEED TO	O APPLY FOR A	LANDLORD LICE	NSE?				
1) Fully completed <i>Application for La</i>							
 Copy of Property Owner's State-Iss Copy of Responsible Party's Michi 		Party is different than Owner:	NOT Resident, Agent)				
4) Copy of Signed Property Managen							
5) Full payment for Application <u>(contain</u>	2 22	5 11	5 5 7				
 6) Apply in-person or by mail to City Clerk's Office (111 E. Nine Mile Rd., Hazel Park, MI 48030) 7) After applying, schedule inspection with Building Dept. in-person or by phone at (248) 546-4075 							
 8) After applying, <u>if property contains</u> inspection with Fire Dept. at (248) 	s three (3) or more un						