



# 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: \_\_\_\_\_  
LAST NAME FIRST MIDDLE DATE OF BIRTH

Driver's License #: \_\_\_\_\_

Initial Date of Occupancy: \_\_\_\_/\_\_\_\_/\_\_\_\_

Tenant Name: \_\_\_\_\_  
LAST NAME FIRST MIDDLE DATE OF BIRTH

Driver's License #: \_\_\_\_\_

Initial Date of Occupancy: \_\_\_\_/\_\_\_\_/\_\_\_\_

**BY SIGNING BELOW, I ACKNOWLEDGE THAT I MUST PROVIDE COMPLETE TENANT INFORMATION AS SET FORTH HEREIN. FAILURE TO DO SO WILL RESULT IN LICENSEE'S PERSONAL RESPONSIBILITY FOR ORDINANCE VIOLATION(S) BY TENANT.**

Name of Signer (Owner or Responsible Person): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## LANDLORD LICENSE EXPIRATION DATES:

- 1.) Properties North of Nine Mile Rd. expire January 31<sup>st</sup> of the next odd-numbered year (e.g., 2025).
- 2.) Properties South of Nine Mile Rd. expire January 31<sup>st</sup> of the next even-numbered year (e.g., 2024).

**RENEWAL FEES:** *(Checks should be made payable to the City of Hazel Park. New or lapsed applications are subject to proration or back-fees. Renewals accepted beginning November 15<sup>th</sup> prior to expiration.)*

- 1.) **Commercial Property:** \$300 per unit of a property (e.g., 3-unit plaza = \$900)
- 2.) **Residential Property:** \$300 for first unit of a property, additional units \$100 each (e.g., duplex = \$400)

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## WHAT DO I NEED TO APPLY FOR A LANDLORD LICENSE?

- 1) Fully completed *Application for Landlord License*
- 2) Copy of Property Owner's State-Issued ID
- 3) Copy of Responsible Party's Michigan ID *(if Responsible Party is different than Owner; NOT Resident Agent)*
- 4) Copy of Signed Property Management Agreement *(if Responsible Party is different than Owner)*
- 5) Full payment for Application *(contact the City Clerk's Office at (248) 546-4064 for Application fee if not a renewal)*
- 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, if property contains three (3) or more units or is non-residential, schedule inspection with Fire Dept. at (248) 602-1767