NOTICE TO OWNERS OF HOMES OFFERED FOR RENT

Ann Arbor Township has adopted Ordinance No. 3-2009, a property maintenance code, which requires the registration, inspection, and certification of all single and multi-family structures or premises which are rented by a person other than the owner of the structure. The ordinance is attached for your reference.

In accordance with the ordinance, registration of a residential rental structure shall be completed within 15 days of notification, fees shall be paid, and an inspection conducted. Property Owners and/or their Agent, must be present at the time of the Rental Inspection.

When the dwelling is in accordance with the ordinance and all fees have been paid, a Certificate of Compliance will be issued. No person shall rent, lease, or make available for occupancy any portion of a Residential Rental Structure unless a Certificate of Compliance has been issued.

If you are the owner of a rental home, please complete the attached Rental Registration Form, which is also available at www.annarbortownship.gov under Building Permit Forms, or at the Township offices, along with the required fee, within 15 days of this notice. Please direct any questions to the Ann Arbor Township Building Department at (734) 663-3418.

FINE AND FEE SCHEDULE
INTERNATIONAL PROPERTY MAINTENANCE CODE

Registration (one or two family detached)	$ 50.00
Valid for as long as property remains in same ownership	
One or Two Family Detached Certification Inspection	$ 75.00
Certification/Re-certification Inspection required every 2.5 years	$ 75.00
Re-inspection (if violations are found during inspection – one or two family detached)	$ 45.00
Tenant Complaint (if valid)	$ 35.00
Broken Appointment	$ 35.00
Failure to Register	**$150.00**
Search Warrant Administration Fee*	$100.00

The ordinance requires that the heating equipment in a residential structure be serviced and inspected by a licensed mechanical contractor every 2 ½ years (same as inspection cycle) and a copy of this inspection be provided to the Township. The ordinance also requires that a 5lb ABC rated fire extinguisher be in a conspicuous location and that all bedrooms and basement have smoke and carbon monoxide detectors.

Fines/Costs
In addition, the Owner of a Residential Rental Structure shall be responsible for all direct and indirect costs incurred by the Township in connection with the violation of the Property Maintenance Code, including reasonable consultants' fees, attorney's fees, fees for service of process, *fees for obtaining and enforcing search warrants, and shall be subject to a civil fine as set forth in Section 1-7 of the Township Code of Ordinances.