Rental Registration Form

Ann Arbor Charter Township
3792 Pontiac Trail
Ann Arbor, MI 48105
Phone: 734-663-3418
www.annarbortownship.gov

In accordance with Ordinance No. 3-2009, Property Maintenance Code, adopted June 15, 2009 by the Ann Arbor Township Board of Trustees, all owners of residential rental structures located in Ann Arbor Township are required to submit a completed registration form and the required fee to the Township office at the above address. Please type or print clearly in ink. All changes in the required information must be provided to the Township in writing within 30 days of the change.

Property Address: _____
Complex Name (if applicable): _____
Number of Buildings: _____ Number of Units: _____ Unit Number: _____
*For multi-dwelling unit structures: Provide list of building and unit addresses

Owner:

Name:_____
Email: _____
Address:_____
Daytime Phone: _____ Cell:_____
Signature: _____ Date: _____

Agent: (person who may be served with process in action to enforce compliance with this code):
Name: _____ Email: _____
Address:_____
Daytime Phone: _____Cell:_____
Signature: _____Date: _____

Emergency After Hours Contact: (with keys for building access)
Name: _____ After Hours Phone: _____
Name: _____ After Hours Phone: _____

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 for the structure and each dwelling unit within it.

A **Certificate of Compliance** shall be issued only after:
(a) An inspection of the premises by the Code Official verifies that no violations exist, and the structure and dwelling unit are in good repair, structurally sound and in a sanitary condition, in accordance with the Code.
(b) All required fees have been paid and all current registration information has been provided by the owner/agent of the structure.

Registration Fee:
$50.00 per unit
$100.00 per apartment building
$50.00 per common area (laundry room, hallways, rec room)
$50.00 Registration fee – Single Family Home
$75.00 Inspection fee – Single Family Home