



CITY OF  
**WESTLAND**  
 An All **AMERICAN** City  
 www.cityofwestland.com  
 William R. Wild - Mayor

CR \_\_\_\_\_

**Rental Registration Application**  
**Department of Building and Planning**

36300 Warren, Westland, Mi. 48185  
 Phone 734-467-3210 Fax 734-422-1218  
 Inspection Request 734-467-3216 or  
 inspection@cityofwestland.com

Date: \_\_\_\_\_

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

Owner Name: \_\_\_\_\_

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

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

Phone: (\_\_\_\_) \_\_\_\_\_ Alt Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

\*EMAIL: \_\_\_\_\_

**Agent Information (if applicable)**

Name: \_\_\_\_\_

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

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

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Alt Phone (\_\_\_\_) \_\_\_\_ \_ Fax( \_ \_ ) \_\_\_\_

\*EMAIL: \_\_\_\_\_

I have read and understand the **Notice to Owner of Rental Units** posted on the back of this application. I acknowledge that the inspection fee paid includes an initial and a final inspection and that any additional inspection required will be an additional charge of \$32.00 per inspection and that if the inspector is locked out of the unit a \$54.00 lock out fee will be due before any further inspections are conducted. Rental Registration is required every three years.

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

I am the \_\_\_ Owner \_\_\_ Agent

_____ Single Family \$107.00	_____ Duplex \$160.00	_____ Quadplex \$214.00
_____ Multi Family Dwelling (Apartments) \$54 x Number of units _____ = \$ _____		

## NOTICE TO OWNER OF RENTAL UNITS

### **sec. 22-601, Purpose.**

The purpose of this article is to protect the public health, safety and welfare in buildings intended for human habitation and their accessory structures.

### **sec. 22-603, Registration of rental dwellings.**

(a) *Registry of rental dwelling required.* All rental dwellings shall be registered with the building department.

### **DEPARTMENT POLICY.**

A Rental registration shall expire in 30 days if no inspections have been conducted. All compliance inspections shall be completed within three months of registration unless extended by the Building Official. All Rentals that were certified shall complete Re - Registration and Compliance inspections prior to the expiration of the existing certificate. The new certificate will be issued from the compliance date or the expiration date of the previous certificate. Failure to meet prescribed time frames will incur a \$100 fine.

### **sec. 22-604, certification of rental dwellings.**

(a) *Certificate of compliance required.* Rental dwellings shall not be occupied without a rental dwelling certificate of compliance or a temporary rental dwelling certificate of compliance.

(b) *Issuance of certificate of compliance.* The building department shall issue a rental dwelling certificate of compliance for a rental dwelling after the director of the building department finds that the rental dwelling, its units and accessory structures and yards comply with the standards set forth in the currently adopted codes, i.e., building code, the mechanical code, the plumbing code, the electrical code, and the property maintenance code.

(f) *Length of time certificate of compliance is valid.* Any new rental dwelling certificate of compliance issued to an owner for a dwelling shall have an expiration date three years from the date of issuance.

### **Sec. 22-605, Inspections:**

(c) Once a date for an inspection is scheduled, the owner and/or responsible local agent shall do all of the following prior to the date of the scheduled inspection:

- (1) Inform the tenant or occupant of each dwelling unit scheduled for possible inspection of the date when the inspection is scheduled to occur.
- (2) Request permission from the tenant or occupant of each dwelling unit scheduled for possible inspection to provide access to the rental unit in the event that the tenant or occupant is not at home when the inspector arrives.
- (3) Inform the tenant or occupant of each dwelling unit scheduled for possible inspection that the owner or the owner's representative is required to accompany the inspector during the performance of all inspections of rental dwelling units, and that the owner or the owner's representative must provide access to the inspector by unlocking the dwelling unit's door in the event that the tenant is not at home.

### **Sec. 22-607, Penalties: municipal civil infraction**

Failure to timely register a rental dwelling, or any other violation of this article shall be a municipal civil infraction. The requirements of this article are in addition to, and not in lieu of all other city ordinances, rules and regulations. The first offense or any subsequent offense shall be subject to a \$500.00 fine and any other costs authorized by the court pursuant to MCL 600.8727, MCL 600.8335, or state law. As authorized by MCL 600.8731, in the event such fine and costs are not timely paid, then may become a lien on the property and be placed on the tax roll, or result in a suit for collection of judgement.

### **Sec. 22-608. - Disclaimer of liability.**

A rental dwelling certificate of compliance is not a warranty or guarantee that there are no defects in the rental dwelling or unit and the city shall not be held responsible for defects not noted in the inspection report. This inspection of the land use, exterior posture and interior accessories of the structure is limited to visual inspection only. The city does not guarantee or approve by inference any latent, structural, or mechanical defects thereto, or such other items that are not apparent by such visual inspection. The city shall not assume any liability to any person by reason of the inspection required by the ordinance or the Code adopted herein or the issuance of a rental dwelling certificate of compliance.

**This document does not represent the entire ordinance, but is a highlight of your responsibilities as a rental property owner.**