



Community Planning & Development Department  
 445 West Michigan Avenue, Suite 101  
 Kalamazoo, MI 49007  
 Phone: (269) 337-8026  
 Fax (269) 337-8513  
 cpd@kalamazoo.org

### APPLICATION FOR RENTAL REGISTRATION

Please complete all information below, and sign where appropriate. This form must be resubmitted whenever the owner and/or agent information changes. *All owners should verify with the City Assessor that the owner address is up to date by calling (269) 337-8011.* By signing this form owner/agent acknowledge they have read INFORMATION FOR RENTAL REGISTRATION.

**TYPE OF APPLICATION:**  NEW RENTAL REGISTRATION     CHANGE OF ADDRESS/PHONE  
 CHANGE OF OWNER     CHANGE OF AGENT     CHANGE # UNITS

#### 1. PROPERTY INFORMATION

LEGAL PROPERTY ADDRESS \_\_\_\_\_

TYPE OF APPLICATION:  House/Apartment     Fraternity/Sorority     Mobile Home     Hotel/Motel  
 Bed & Breakfast     Rooming House     Cooperative     Shelter

TOTAL # OF UNITS (INCLUDING ANY OWNER OCCUPIED UNITS) \_\_\_\_\_

NUMBER OF RENTAL UNITS \_\_\_\_\_

#### 2. OWNER INFORMATION

I acknowledge that it is my responsibility to schedule an appointment for a housing inspection and to complete all repairs necessary for the issuance of a Certificate of Compliance with the City of Kalamazoo Housing Code; that it is my responsibility to schedule any necessary reinspections and/or future certificate renewal inspections prior to expiration of the Certificate of Compliance; and that I have read the Information for Rental Registration on the second page of this form. [Owners may act as their own agent if they live in the approved local area, otherwise they must designate a local agent. The approved local area is listed as a set of zip codes on the bottom of this form.]

OWNER:    Name \_\_\_\_\_    Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_    Cell \_\_\_\_\_  
 Fax \_\_\_\_\_    Email \_\_\_\_\_

ACTING AS OWN AGENT?  
 **YES** If yes, and want to use a different mailing address (i.e. PO Box), please fill out 3 below.  
 **NO** If no, please designate local agent in 3 below.

I certify that the foregoing is accurate and complete:  
 SIGNATURE \_\_\_\_\_    Date \_\_\_\_\_  
 PRINT NAME AS SIGNED \_\_\_\_\_

#### 3. AGENT INFORMATION

The following person has been designated as agent pursuant to Section 17-17 of the City of Kalamazoo's Code of Ordinances, and understands that, as local agent, they are responsible for ensuring compliance with the City of Kalamazoo Housing Code on behalf of the owner.

AGENT:    Name \_\_\_\_\_    Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_    Cell \_\_\_\_\_  
 Fax \_\_\_\_\_    Email \_\_\_\_\_

I certify that the foregoing is accurate and complete:  
 SIGNATURE \_\_\_\_\_    Date \_\_\_\_\_  
 PRINT NAME AS SIGNED \_\_\_\_\_

Approved local area: 49001-20, 49024, 49026, 49034-35, 49041, 49045-46, 49048, 49050-56, 49055, 49060, 49064-67, 49070-72, 49074, 49077-84, 49087-88, 49097 (If your zip code is not included and you believe it to be within 30 miles/35 minutes of Kalamazoo, please call for more information.)



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## INFORMATION FOR RENTAL REGISTRATION

The following information is provided to make you, as the owner and/or agent of rental property, aware of certain requirements regarding the rental inspection program. A list of registered properties and the Certificate of Compliance expiration date is maintained on-line at [www.kalamazoo-city.org/rentalhousingprogram](http://www.kalamazoo-city.org/rentalhousingprogram).

**Fees:** The fee schedule for the Rental Inspection program changes periodically and is designed to encourage owners/agents to take greater responsibility to certify properties in a timely manner by providing overall cost savings for well maintained and managed properties. Qualifying properties **RENEWING** a certificate **MAY** be eligible for a Three Year Certificate of Compliance.

**Annual Registration:** \$100 per address + \$1/per rental unit per year. This Annual Registration fee must be paid (on a pro-rated basis for first year only) at the time of initial application and will be billed annually thereafter each spring.

**Certification Inspection Fees:** It is less expensive to recertify property PRIOR to certificate expiration. All inspections that occur prior to certificate expiration have a \$40 per unit charge. This may take some proactive planning by property owners. The city will make every effort to send out a courtesy reminder to the owner or agent of record in plenty of time to comply with these time frames. All other inspections and/or reinspections cost \$60. There is a \$30 charge for NO SHOW appointments. **Inspections should be scheduled by calling 269-337-8026. Inspectors do not generally schedule their own appointments.**

**Complaint Inspections:** If the City receives a complaint from a tenant or other citizen regarding yard trash, porch violations, housing conditions, etc., and an inspection results in a correction notice, a \$60 complaint inspection fee will be invoiced.

**Agent Requirements:** All properties must have a registered local agent. The agent must live or have an office within the approved local area on the first page of this form. If the owner is acting as his/her own agent, the same local area requirement applies.

**Certification:** In order to receive a Certificate of Compliance, all previously invoiced inspection and enforcement fees, back taxes and assessments must be paid to date. Once it has been verified by Code Administration that fees are paid and assessments are current, and the property has passed inspection, the Certificate of Compliance will be issued.

**Acknowledgements: By signing and submitting the APPLICATION FOR RENTAL REGISTRATION,**

- I/we acknowledge, as a rental property owner(s), that it is my/our responsibility to either act as agent or appoint a responsible local agent to ensure that the rental property is maintained and certified at all times.
- I/we acknowledge that it is my/our responsibility to inform the city, by resubmitting an Rental Registration Application, of any changes to the owner's address, phone number or other information, and to provide any change of information for the local agent.
- I/we acknowledge that it is ultimately my/our responsibility to schedule an appointment for a housing inspection and any necessary reinspections, even if I/we have a designated agent, and to complete all repairs necessary for the issuance of a Certificate of Compliance.
- I/we understand that renting a dwelling without a valid certificate is a misdemeanor offense and may result in Enforcement Letters and/or an Appearance Ticket issued through the Kalamazoo County Eighth District Court.