

## CITY OF BERKLEY

### RENTAL LICENSE CHECKLIST

The following checklist outlines the rental registration process. Please use this checklist as your guide to obtaining the rental license required by City Ordinance.

#### 1) APPLICATION FOR REGISTRATION

\_\_\_\_\_ **Complete the application provided.**

\_\_\_\_\_ **Submit the application**, and the required fee to the Community Development Department. Please make the check payable to the City of Berkley. **RENEWAL FEES MUST BE PAID AND INSPECTIONS COMPLETED PRIOR TO THE EXPIRATION OF THE CURRENT LICENSE.**

#### 2) INSPECTIONS

\_\_\_\_\_ **Schedule Initial Inspection:** After the Community Development Department receives the application and required fee, you are required to schedule a day and time for inspection of the property. Rental inspections are done Monday through Friday between 9:30 am and 12:30 pm in ½ hour increments. There must be a responsible adult present at the property for the entire time block to allow the inspector to gain entry. Inspections can be scheduled by calling the Community Development Department at 248-658-3320 or by emailing us at [building@berkleymich.net](mailto:building@berkleymich.net)

\_\_\_\_\_ **Violations noted:** If Property Maintenance Code Violations are cited during the inspection, a copy of the inspection report will be sent to the responsible party on the application detailing the repairs that must be completed.

\_\_\_\_\_ **Correct any cited violations.** Please note that there will be a specific time frame in which the violations will need to be corrected. Before making any corrections, please review the inspection report carefully to determine if a licensed contractor is required to obtain a permit(s) for the repairs.

\_\_\_\_\_ **Schedule re-inspection if required.** You are required to schedule another inspection for the correction of the cited violations. Please schedule this inspection as soon as possible after the repairs are completed. You will not be charged for the first re-inspection, but if the violations are not complete and another inspection needs to be scheduled, there will be a \$30.00 re-inspection fee charged to the owner.

#### 3) LICENSING

\_\_\_\_\_ **Receive your Rental License.** (valid for 2 years)

\_\_\_\_\_ **This licensing process must be repeated every two (2) years.** We will attempt to contact you sixty to ninety days prior to the current license expiration date, however it is your responsibility to complete the re-registration process before your current license expires.

**FAILURE TO COMPLY WITH ANY PORTION OF THE ORDINANCE MAY RESULT IN CODE ENFORCEMENT ACTION TO OBTAIN COMPLIANCE.**



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(248) 658-3320  
FAX (248) 658-3301  
[www.berkleymich.org](http://www.berkleymich.org)

## RENTAL APPLICATION

Rental Address \_\_\_\_\_ Sidwell \_\_\_\_\_

Number of Units: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Zoning \_\_\_\_\_

### Owner Information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Drivers License # \_\_\_\_\_ Date of Birth \_\_\_\_\_ EMAIL Address \_\_\_\_\_

### Agent Information (if applicable)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ EMAIL Address \_\_\_\_\_

### Tenant Information

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

### BIENNIAL FEES FOR RENTAL STRUCTURES

<u>RESIDENTIAL</u>	<u>COMMERCIAL</u>
<b>Single Family</b> Inspection Fee: \$180 Registration Fee: \$60	Each Occupancy Inspection Fee: \$180 Registration Fee (Each Unit): \$60
<b>Multiple Family</b> First Unit Inspection Fee: \$180 Each Additional Unit Inspection Fee: \$35 Registration Fee (Each Unit): \$60	

Berkley City Code requires that all rental properties must be registered and inspected on a biennial basis. Your inspection fee covers 2 inspections. If additional inspections are needed, a reinspection fee of \$30 will be required. Any violations noted during a city inspection must be corrected in a timely manner. **Failure to schedule inspections or make timely repairs will not extend the license period.** Failure to register, schedule inspections, or make repairs is a civil infraction and is punishable by fines at the 44<sup>th</sup> District Court.

If the property has been sold, you must supply this department with a copy of the recorded land contract or deed to have your name removed from our records.

I have read and understand the requirements of Berkley City Code regarding rental property.

Signature of \_\_\_\_\_ Owner \_\_\_\_\_ Agent \_\_\_\_\_

Please PRINT Name Signed \_\_\_\_\_

Date \_\_\_\_\_

**Refund Policy:** If a rental license is cancelled prior to inspections being completed and within 60 days of registering the property, the City will refund the owner \$180. If inspections have been completed, no refund will be given.

### Office Use Only

Fee \_\_\_\_\_ Date Received \_\_\_\_\_ Issued \_\_\_\_\_ Receipt # \_\_\_\_\_ Expires \_\_\_\_\_