



A HERITAGE OF GOOD LIVING

City of Lathrup Village  
 27400 Southfield Road  
 Lathrup Village, MI 48076  
 248-557-2600  
 www.lathrupvillage.org

**For Office Use Only:**

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

Fees Paid: \_\_\_\_\_

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

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**APPLICATION FOR COMMERCIAL LANDLORD LICENSE**

**IMPORTANT:** This application must be approved before you may lawfully rent, lease or license to non-owner occupants in the City of Lathrup Village. A separate license is necessary for each building. Buildings are subject to inspection by the building official. Incomplete applications will be denied.

**Section A- Owner Information**

Property Owner Name:

Property Owner Address:

City:

State:

Zip:

Phone Number

Alternate Phone:

Fax:

Mailing Address (if different from above):

City:

State:

Zip:

Website:

Email:

**Section B- Property Information**

Property Address:

Parcel ID:

Building Square Footage:

Lot Size:

# of Suites/Units:

Zoning District:

Common Area Square Footage:

# of Parking Spots:

List Common Areas:

Encroachment License:

If Yes, date obtained:

Number of years owning this property:

Site Plan on File:

If Yes, date obtained:

**Section C- Property Management**

Name of Property Management Company:

Primary Point of Contact (name & title):

Property Management Company Address:

City:	State:	Zip:
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Mailing Address:

City:	State:	Zip:
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Phone:	Alternate Phone:	Fax:
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Email Address:

**Section D- Unit Information (attach more pages, if necessary)**

Suite/Unit #	Tenant/Lessee/Licensee Name if Occupied. If unoccupied, write <i>VACANT</i>	Square Footage	Use

**All sections of this application must be completed, including any required attachments, and the \$100 application fee must be paid. Incomplete applications will be rejected.**

**Signatures**

Application **MUST** be signed by the legal property owner. The undersigned deposes that the foregoing and any attached information is true & correct.

Owner's Signature:

Owner's Printed Name:

Date:

The approval of this application is contingent upon the approval of inspections from the Building Official and Fire Marshal. Subsequent approval from the Water Department and the City Treasurer are to verify that there are no outstanding monies owed to the city. Please keep in mind that per Section 18.185(a) of the city code: When a license has been withheld, or suspended pending compliance, or revoked no premises which have not been occupied shall be so occupied and those premises which have been or are occupied may be ordered vacated until reinspection and proof of compliance, in the discretion of the enforcing agency.

Section E- Office Use Only	Approval	Signature	Date
Building Official Approval	<input type="checkbox"/>	X	
Fire Marshal Approval	<input type="checkbox"/>	X	
Water Department Approval	<input type="checkbox"/>	X	
Treasury Department Approval	<input type="checkbox"/>	X	
Community & Economic Development Department	<input type="checkbox"/>	X	
City Administrator	<input type="checkbox"/>	X	