



# CITY OF OAK PARK

## DEPARTMENT OF TECHNICAL & PLANNING SERVICES

**Mayor**  
 Marian McClellan  
**Mayor Pro Tem**  
 Carolyn Burns  
**Council Members**  
 Solomon Radner  
 Regina Weiss  
 Julie Edgar  
**City Manager**  
 Erik Tungate

### **2019-2021 RESIDENTIAL PROPERTY RENTAL REGISTRATION**

*Rental Registration fee - \$80 (2 year cycle) (Call to see if your registration is expired if unsure)*

*Inspection fee - \$150 single family (every 2 years or change of tenancy)*

*Multiple Units - \$150 + \$60 for additional unit(s) (ONLY applies to apartments and duplexes)*

#### **MANAGING AGENT INFORMATION**

*If different from owner information*

Manager/Agent Full Name:	
Person Responsible for Maintenance Name:	
Street Address:	
City, State, Zip:	Home Phone #: Work Phone #:
Driver's License # and State of issuance, Michigan ID#, or if Corporate, Tax ID#	
Email Address:	

*\*If property is owned or managed by more than one party, attach additional information on a separate piece of paper*

#### **PROPERTY OWNER INFORMATION**

Owner's Full Name:	
Street Address:	
City, State, Zip:	
Home Phone #:	Work Phone #:
Driver's License # and State of issuance, Michigan ID#, or if Corporate, Tax ID#:	
Email Address:	

#### **RENTAL PROPERTY ADDRESSES**

Street Address:
Tenant's Name:
Tenant's Phone #:

*\*If additional properties are owned, attach a list of properties on a separate piece of paper*

*See reverse side for conditions as well as signature block*

## Conditions:

*(Please initial at each of the six conditions – application is considered incomplete without initials)*

\_\_\_\_\_: I understand that the Property Registration and the property inspections must be made once every two years **or at change in occupancy**. Also required is a biennial Landlord Registration. Fees apply for both the Property and Landlord Registration. Additionally, I understand that it is my responsibility to schedule rental inspections with the City of Oak Park for every rental unit I own or manage, prior to leasing, renting, or advertising the property for rent within 30 days of registration.

\_\_\_\_\_: A Rental Certificate of Compliance for each unit will be issued following the inspector’s findings that the property is not in violation of Oak Park’s Code of Ordinance provisions. *I also understand that my rental properties will have to be re-inspected and inspection fees paid whenever there is a change in occupancy, re-letting of any unit, or when designated by the Rental Inspector.*

\_\_\_\_\_: I agree to inform the Technical and Planning Department of any changes in complete occupancy, re-letting, acquisition, or disposal of any rental units. **I hereby give consent to the Technical and Planning Department to enter any of the listed premises, if necessary at reasonable times, to inspect such premises when the property is vacant. If the property is occupied by a tenant(s) at the time of the inspection request, I agree to make good faith efforts to obtain the consent of at least one lessee for all future inspections.**

\_\_\_\_\_: I certify that all statements are true and complete as set forth in the City Code of Ordinances pertaining to my type of business as a Landlord. I understand that it is my responsibility to notify the City of Oak Park Assessors Office to remove the Principal Residence Exemption (PRE) status on my rental properties.

\_\_\_\_\_: This registration expires six months from the application date. If the property(s) is not certified within this timeframe, a new application fee will be required.

\_\_\_\_\_: I agree to *not* occupy the property(s) without a valid certificate of compliance, either upon re-occupancy or at the expiration of this two-year application.

NAME OF APPLICANT: \_\_\_\_\_

TITLE OF APPLICANT: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**OWNER AFFIDAVIT AND CERTIFICATION**

I, by my signature, hereby make this affidavit in conjunction with an application for a license to rent property and landlord registration. I agree to permit the City of Oak Park Department of Technical and Planning and/or its appointees, to enter and perform inspections of the property when the property is vacant. If the property is occupied by a tenant(s) at the time of the inspection request, I agree to make good-faith efforts to obtain the consent of at least one lessee for all future inspections. I affirm that the tenant(s) of the property subject to this registration and license have been informed of the regulations contained in Chapter 18, Article IV, Divisions 2 and 3, of the Code of the City of Oak Park, and have been provided with a copy of this affidavit. I understand that if a lessee is not present at the time of inspection, the Department of Technical and Planning Services may rely upon my representation that at least one lessee has consented to the inspection.

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

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

Title: \_\_\_\_\_

**\*\*Note:** Corporate owners must attach a copy of the most recent Annual Report filed with the State of Michigan, and identify the title of the authorized officer/member signing on behalf of the corporate entity.

Subscribed and sworn to before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_ County, Michigan.  
My Commission Expires:\_\_\_\_\_.

\_\_\_\_\_  
Notary Signature  
Print Name:

[Seal]