



APARTMENT LICENSE APPLICATION

CITY OF WARREN

ONE CITY SQUARE, WARREN, MICHIGAN 48093
ATTN: RENTAL DIVISION (586) 574-4633 / FAX: (586) 574-4540

(AN APPLICATION IS REQUIRED FOR EACH APARTMENT RENTAL DWELLING)

Name of Complex: (Print or Type)

Permanent Parcel No.:

Property Address: (Print or Type)

Office Phone:

Owner: Name (Print or Type) Last First Middle

Cell Phone:

Owner's Address: Street (Print or Type)

Email:

City, State, Zip (Print or Type)

Driver's License Number:

Apartment Manager: Name (Print or Type)

Work Phone:

Address: Street (Print or Type)

Cell Phone:

City, State, Zip (Print or Type)

DWELLING TYPE: APARTMENT COMPLEXES

Total Number of Buildings: @ \$125 per building complex = \$ (Total Application Fee)

Total Number of Units: @ \$100 per unit inspected. (20% of units must be inspected.)

- Inspections at Apartment Complexes will require the inspection of 20% of the total number of units.
All application and inspection fees must be paid at the time application is filed.
Display of License: No rental unit may be occupied unless a copy of the current rental unit license...
Copies of the International Property Maintenance Code are available at www.cityofwarren.org.

I HEREBY APPLY FOR A BIENNIAL RENTAL LICENSE UNDER ORDINANCE No. 28-10 - 28-32 AS AMENDED, AND HEREBY CERTIFY THAT THE ABOVE INFORMATION AND ANSWERS ARE CORRECT AND TRUE AND THAT I AM THE LEGAL OWNER OR RESPONSIBLE LOCAL AGENT OF THE PREMISES AT THE ABOVE LOCATION.

X Owner/Apartment Manager Signature

Date:

FOR OFFICE USE ONLY

PAYMENT:

Receipt No. Date Amount

City of Warren
RENTAL INSPECTION CHECKLIST
1 & 2 Family, Multiple Family Dwelling Units & Apartments
Within The City of Warren

EXTERIOR

1. All dwellings/buildings shall be painted or covered with material that seals out moisture. All exterior surfaces wood, metal, masonry, and siding will have a protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All dwellings/buildings shall be maintained in good repair and structurally sound.
2. Steps, porches and stairways outside of dwelling shall be sound, free of loose coverings, holes, depressions or defects.
3. The exterior shall be free of debris, rubbish, trash, garbage or waste.
4. Garbage containers: Approved leak proof containers provided with close-fitted covers. Containers will not be stored in front or side yards.
5. The exterior roof surface shall present no deformations, voids or impervious surface to rainwater. Gutters & downspouts shall be maintained in good repair and free from obstructions. Rain or storm water shall not be discharged in a manner that creates a public nuisance.
6. All outside windows of the dwelling shall be equipped with panes of glass or approved materials, and sealed from water and wind.
7. All exterior doors of the dwelling shall be capable of being secured from the inside by a locking device and shall be operable by actuating a latch or similar device. All doors shall be maintained so they present a barrier to persons and animals
8. Evidence of rodent infestation. Landlord(s) shall commence a rodent extermination plan with approval of the code official or designated representative before a license shall be issued.
9. Insect screens – every door, window and other outside opening required for ventilation of habitable rooms, and in good working condition.
10. All premises and exterior property shall be maintained free from weeds or plant growth in excess of six (6) inches. All noxious weeds shall be prohibited. All vegetation, shrubs and trees shall be trimmed. All dead trees, branches and vegetation shall be removed from the premises.
11. All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.
12. No inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled.

INTERIOR

13. Basement hatchways-basement windows. Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water. Every basement window that is openable shall be supplied with rodent shields, storm windows or other approved protection against the entry of rodents.
14. Each window shall be capable of being locked or secured from the inside of the dwelling. Each room shall have at least one window that can be opened and equipped with a screen operable from the inside.
15. The interior of the dwelling shall be free from dirt, refuse, garbage, waste and dust. Walls and woodwork shall be free of cracks and crevices.
16. The interior walls and woodwork shall have been sealed through the application of paint and other materials which are designed to prevent the accumulation of dirt, residue and dust.
17. Steps, floors and stairways of dwellings shall be sound, free of loose coverings, holes, depressions or defects.
18. Every handrail and guard shall be firmly fastened & capable of supporting normally imposed loads and in good condition.
19. The dwelling shall be equipped with a sanitary sewage disposal that drains freely at all times and shall be connected to the municipal sanitary sewage system.

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20. The dwelling shall be equipped with a functioning hot water system capable of delivering water at a temperature of 120 degrees Fahrenheit. The plumbing system shall be free of leaks and utilize faucets that completely stop the passage of water when so operated.
21. The dwelling shall be equipped with a functioning lavatory, water closet and bathtub/shower. Water closet shall present a clean and sanitary appearance. Lavatory, bathtub/shower shall be free of permeable cracks, crevices or porous areas.
22. The dwelling shall be equipped with a sink which shall be located in the room designated as the kitchen. The kitchen sink shall be connected to a functioning hot and cold water system capable of delivering hot water at a temperature of 120 degrees Fahrenheit. The kitchen sink shall be free of cracks and crevices and shall present a clean and sanitary appearance. The kitchen sink and area surrounding sink shall present a non-porous surface for water and drain into a freely-running sewer system.
23. Kitchens are to be equipped with a minimum of three (3) grounding type duplex receptacles. Two of these receptacles shall be readily accessible for use with portable appliances. Receptacle outlets of the grounding type shall be properly grounded and wired with the correct polarity. The outlet shall be ground-fault, circuit-interrupter protected (GFCI) and identified as such.
24. Bathrooms shall be equipped with a receptacle separate from the light fixture and not less than 30 inches or more than 60 inches above the floor adjacent to the wash basin. Receptacle outlets of the grounding type shall be properly grounded and wired with the correct polarity. The outlet shall be ground-fault, circuit-interrupter protected (GFCI) and identified as such.
25. At least two entrances or exits shall be provided with outside lights and readily accessible switches. Stairs shall be equipped with lights and 3-way switching. Excessive or improper extension cords shall be removed.
26. The dwelling shall be equipped with a minimum 60 AMP electrical service in good condition.
27. When a laundry area is provided, it shall have a wall-mounted grounding type duplex receptacle provided adjacent to the laundry equipment on a separate circuit and shall be (GFCI) protected.
28. In each room, a minimum of two duplex receptacles shall be equally spaced. A wall switch receptacle is permitted if no lighting outlet exists.
29. All defective switches, receptacles, fixtures painted over and missing plates shall be replaced. Open splices are not permitted.
30. Basement requires one lighting outlet and wall mounted switch for every 200 square feet and one in each enclosed area that can be walked into.
31. The improperly wired garage/out building shall be wired to code or have the wiring removed.
32. The furnace shall be provided with a separate electrical circuit.
33. A defective electrical system – refer to an electrical inspector. The water meter shall be bonded.
34. The dwelling shall be equipped with a heating system that maintains all occupied rooms at a temperature of at least 68 degrees Fahrenheit at a distance of 3-feet above the floor level when the outside temperature is minus ten degrees Fahrenheit.
35. The owner of each dwelling unit shall install or have installed one (1) or more approved smoke detector device(s) for each level of the dwelling unit. Smoke detector devices shall be installed in each sleeping room and the hallway leading to the sleeping room. The smoke detector device shall be able to sense visible or invisible particles of combustion. The location should be as described in the National Fire Protection Association standards. The smoke detector device(s) shall, when actuated, provide an alarm suitable to warn occupants of fire within the individual dwelling unit. The owner shall install one (1) carbon monoxide detector near bedrooms.
36. The doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily able to be opened from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a lock throw of not less than 1 inch (25mm). Such deadbolt locks shall be installed according to the manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock.
37. Exhaust dryer ducts shall have a smooth interior finish and shall be constructed of metal a minimum 0.016-inch minimum 28 gage (0.4mm) thick. The exhaust duct size shall be 4 inches (102 mm) nominal in diameter. Ducts shall not be joined with screws or similar fasteners that protrude into the inside of the duct. Clothes dryers shall be exhausted in accordance with the manufacturer's instructions.

The inspection includes, but is not limited to, this checklist. It also falls under the jurisdiction of the International Property Maintenance Code adopted by the City of Warren effective May 1, 2006.