INSTRUCTIONS FOR RENTAL INSPECTIONS LICENSE APPLICATION

- A separate application is required for each rental address.
- **PRINT OR TYPE IN BLUE OR BLACK INK.** The City will not accept illegible applications.
- Attach additional sheets as necessary.
- **Do not use Postal Office Box numbers.**
- The City will return incomplete applications to the Applicant.
- If the City does not receive a complete application and all accompanying documentation for a renewal before the expiration of the previous license, a late fee applies. **It is the Applicant's responsibility to ensure that the Rental Inspections Division receives a complete application before the expiration of the previous rental license. No exceptions.**
- This application must be submitted in person to the Rental Inspections Division office or mailed to the Rental Inspections Division at the following address:
  
  City of Warren  
  Rental Inspections Division  
  Third Floor  
  One City Square  
  Warren, Michigan 48093  

- Failure to submit an application or submitting an inaccurate, incomplete, illegible, or falsified application may affect City permits, licenses, or other permissions. Submitting a falsified application is a misdemeanor offense. **Renting without a license is also a misdemeanor offense.**

RENTAL PROPERTY INFORMATION

Provide the address, permanent parcel number, and property type of the rental property. For group homes, provide a copy of the current State of Michigan license.

OWNER INFORMATION

Provide the contact information of the legal owner(s) of the property. The legal owner(s) name must match the City Assessing Department’s Records. If the legal owner(s) has/have changed, the legal owner(s) must submit a property transfer affidavit to the City Assessing Department.

RESPONSIBLE LOCAL AGENT INFORMATION

You must designate and provide contact information for a responsible local agent. The responsible local agent can be the owner (if the owner is an individual), the owner of a property management company, or another individual. **The responsible local agent must both:** (1) **be an individual and provide contact information in that capacity;** and (2) **reside within the City or within a 50-mile radius of the City.** The current responsible local agent is required to provide written notification to the City of any change in the responsible local agent designation, even if the license is expired. **The responsible local agent on file with the City is responsible for the property until the City receives written notification of local agent termination.** If a new responsible agent is appointed, he/she must fill out a new page two of the application.

FORM A – OWNER INFORMATION

If the legal owner(s) of the property is an entity, provide all contact information as indicated on the form. The legal owner(s) or the responsible local agent are obligated to submit an updated Form A when the owner of the property transfers any interest in the property (including land contracts); an entity that has an interest in the property changes its member, director, officer, partner, sole shareholder, manager, (principal) or other significant change in the entity ownership or management structure; or an application or renewal application of a rental license is filed. The address on Form A must match the attached government identification.

FORM B – TENANT INFORMATION

Except for condominium rentals, provide contact information and signature for each tenant occupying the property. The legal owner(s) or the responsible local agent are obligated to submit an updated Form B when a tenant takes possession of the premises; a tenant vacates the premises; or a renewal application of a rental license is filed. **DIRECT ALL QUESTIONS TO THE RENTAL INSPECTIONS DIVISION AT (586) 574-4633. September 2019**