



# RENTAL LICENSE APPLICATION

City of Warren

Rental Inspections Division, Third Floor  
One City Square,  
Warren, Michigan 48093  
586-574-4633 Fax: 586-574-4540

## PROPERTY INFORMATION (REQUIRED)

Rental Address: \_\_\_\_\_ Parcel No.: \_\_\_\_\_

### PROPERTY TYPE (check one):

- Single-Family Dwelling - \$200
- Two-Family Dwelling - \$300
- Late Fee - \$75
- Group Home - \$95

FOR GROUP HOMES, PROVIDE COPY OF CURRENT STATE OF MICHIGAN GROUP HOME LICENSE.

**Check one:**

**VACANT:**  Yes  No **Properties that are unoccupied (or under renovations) for more than 30 days must be registered with the City Department of Property Maintenance Inspection as vacant. Warren Code of Ordinances, § 28-64.**

## OWNER INFORMATION (REQUIRED)

### PROPERTY OWNER TYPE (check one):

- Individual
- Sole Proprietorship
- Limited Liability Partnership
- Corporation
- Limited Liability Company (LLC)
- Trust
- Other: \_\_\_\_\_

**Legal Owner Name(s):** \_\_\_\_\_

PRINT OR TYPE / **MUST MATCH ASSESSING RECORDS** / IF INDIVIDUAL (NOT ENTITY): LAST NAME, FIRST NAME, MIDDLE INITIAL

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (primary): \_\_\_\_\_ (NO P.O. BOXES) (work): \_\_\_\_\_ (cell): \_\_\_\_\_

If individual:

Driver's License/Passport No.: \_\_\_\_\_ State of Issue: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

- If owner is not an individual, attach Form A – entity information.
- If tenant-occupied, attach Form B – tenant information (with tenant signatures).
- Attach owner's, property manager, and registered local agent identification.

**CONTINUED ON PAGE 2**

For Office Use Only:

Receipt No.	Date:	Amount:

PLEASE MAKE COPIES FOR YOUR RECORDS



# RENTAL LICENSE APPLICATION

## Page 2

Rental Address: \_\_\_\_\_ Parcel No.: \_\_\_\_\_

### **LOCAL AGENT INFORMATION**

**(YOU MUST DESIGNATE A LOCAL AGENT)**

A local agent can be:

**PROPERTY OWNER** (individual and within 50 miles of City);  
**OWNER OF THE PROPERTY MANAGEMENT COMPANY** (individual and within 50 miles of City); or  
if not a property management company, **OTHER RESPONSIBLE INDIVIDUAL** (individual and within 50 miles of City).

**Individual's name:** \_\_\_\_\_

Driver's License/State ID No.: \_\_\_\_\_ (LAST) (FIRST) (MIDDLE INITIAL) Date of Birth: \_\_\_\_\_

Phone (primary): \_\_\_\_\_ (work): \_\_\_\_\_ (cell): \_\_\_\_\_

Company and title (if applicable): \_\_\_\_\_

Company/Home address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
(NO P.O. BOXES)

- By signing below, I understand that by signing this application, I am **personally responsible** for this property.
- By signing below, I also understand the City may charge me personally with a misdemeanor or a municipal civil infraction for failing to comply with the City's ordinance requirements. I also understand a misdemeanor is punishable by imprisonment fines, and costs. A misdemeanor conviction may affect my criminal history.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **MUST HAVE SIGNATURE TO PROCESS**

**FOR PROPERTY MANAGERS, PROVIDE COPY OF THE PROPERTY MANAGEMENT AGREEMENT. THE MANAGEMENT AGREEMENT MUST HAVE THE SIGNATURES OF THE PROPERTY OWNER AND PROPERTY MANAGER.**

By signing this Application, I verify all of the following: the information on this Application is, to the best of my knowledge, accurate; I have a continuing obligation to update the application documents with any changes (including to Form A, Form B, and Local Agent Information); the Legal Owner(s) and the Responsible Local Agent are both responsible for any City Ordinance violations; if the information provided to the City is not updated to reflect relevant changes in property status, both the Legal Owner(s) and the Responsible Local Agent continue to be responsible for any City Ordinance violations even if ownership has transferred or a tenant has vacated; I have attached a copy of all of the following documents (if applicable): (1) the Legal Owners' governing documents, (2) rental application fee, (3) my Driver's License or other government identification, (4) the Responsible Local Agent's Driver's License or State Identification Card, (5) State Group Home License, (6) Legal Owner(s) passports or other government identification, (7) Forms A and B; and (8) property management agreement (or similar document); and I am the legal property owner of record or I am an agent of the legal property owner(s) of record with authorization to sign this Application.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(THE APPLICANT IS THE PERSON THAT PREPARED THIS APPLICATION)**

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

Company and title: \_\_\_\_\_

Driver's License/Passport No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone (primary): \_\_\_\_\_ (work): \_\_\_\_\_ (cell): \_\_\_\_\_