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  ☐ Limited Liability Company (LLC)
☐ Sole Proprietorship  ☐ Trust
☐ Limited Liability Partnership  ☐ Other: _________________________________
☐ Corporation

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: __________
(NO P.O. BOXES)

Phone (primary): ______________ (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.
• 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

Updated – February 2024
Rental Address: _________________________________________ Parcel No.: ______________

**LOCAL AGENT INFORMATION ***REQUIRED*****

APPLICATION WILL NOT BE PROCESSED WITHOUT INFORMATION & SIGNATURES

(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 the City).

<table>
<thead>
<tr>
<th>Individual’s name:</th>
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<tbody>
<tr>
<td>(LAST)</td>
<td>(FIRST)</td>
<td>(MIDDLE INITIAL)</td>
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<tr>
<td>Driver’s License/State ID No.:</td>
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<tr>
<td>Date of Birth:</td>
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<tr>
<th>Phone (primary):</th>
<th>(work):</th>
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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): __________