

CHECKLIST FOR RENTAL INSPECTIONS LICENSE APPLICATION

Before submitting this Application, confirm that you have attached all of the listed documents:

- COMPLETED RENTAL APPLICATION** (2 pages)
- FORM A** (if owner is an entity)
- FORM B** (if currently tenant-occupied)
- RENTAL APPLICATION FEE** (including any late fees)
- COPY OF INDIVIDUAL OWNER'S DRIVER'S LICENSE (front and back) OR GOVERNMENT IDENTIFICATION**
or **IF OWNER IS AN ENTITY, COPY OF INDIVIDUAL LISTED ON FORM A'S DRIVER'S LICENSE (front and back) OR GOVERNMENT IDENTIFICATION**
- COPY OF APPLICANT'S DRIVER'S LICENSE (front and back) OR GOVERNMENT IDENTIFICATION** (identification must show address)
- COPY OF RESPONSIBLE LOCAL AGENT'S DRIVER'S LICENSE OR STATE IDENTIFICATION CARD (front and back) SHOWING ADDRESS**
- COPY OF STATE OF MICHIGAN GROUP HOME LICENSE** (if application is for a group home)
- COPY OF PROPERTY MANAGEMENT AGREEMENT** (or similar contract, if applicable). The Property Management Agreement must be signed by all parties and include the name of the property management company, agent's name, the owner of the rental property, and the address of the property.

The Applicant is responsible for submitting all of the required paperwork.

Provide copies of the driver's license (front and back) for applicant, legal owner, and local agent when submitting the application.

If information is not included, your application will be returned.

DIRECT ALL QUESTIONS TO THE RENTAL INSPECTIONS DIVISION AT (586) 574-4633