



## Meridian Township Rental Housing Fee Schedule

Registration Information	Description	Fee
Initial Registration Fee:		\$800.00
Annual Renewal Fee:	If no inspection is required	\$30.00
Reinstatement of Registration:	After 24 months of cancelation or revocation;  Prior of 24 months, contact the Community Planning and Development Department	\$800.00  517-853-4540
Inspection Information	Registration Information	Fee
One and Two Family:	Inspected annually	\$150.00
A Building or Complex of Three or More Units:	Complexes with more than Eight Units, 1/3 inspected per year	\$150.00 Plus \$3.00 Per Bedroom
Mechanical/Electrical/Plumbing:		Set fees on application forms
Missed Appointment Fee:		\$150.00
Safety Complaint Inspection Fee:		\$150.00
Re-inspection Fee:		\$100.00
Re-inspection Fee For a Building or Complex of Three or More Units		\$100.00 Plus \$3.00 Per Bedroom



CHARTER TOWNSHIP OF MERIDIAN  
DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT  
5151 MARSH ROAD, OKEMOS, MI 48864  
RENTAL HOUSING DIVISION, PHONE: (517) 853-4540

RENTAL REGISTRATION APPLICATION/RENEWAL  
2024 RENEWAL

Verify the information in Part I and Part II of the application is correct. If the information is not correct, make the necessary corrections on the application.

Part I

A. Rental Property

Address: \_\_\_\_\_

Complex Name: \_\_\_\_\_

(if applicable)

B. Property Owner

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

Contact Person: \_\_\_\_\_

(If owned by a company or corporation, the name of a contact person must be provided)

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Driver's License, State Identification or Corporate Identification Number: \_\_\_\_\_

(For information security, enter **only** if a change has occurred)

C. Registered Agent / Responsible Party

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

Contact Person: \_\_\_\_\_

(may include on-site manager or property manager)

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Driver's License, State Identification or Corporate Identification Number: \_\_\_\_\_

(For information security, enter **only** if a change has occurred)

All notices, correspondence and billings will be sent to the Registered Agent unless otherwise indicated:

Property Owner

Registered Agent/Responsible Party

**Part II**

**A. Floor Plan**

- No material change to the rental unit has taken place in the prior registration period that altered the previously submitted floor plan.
- A material change to the rental unit has taken place in the prior registration period which altered the previously submitted floor plan. A revised floor plan has been attached to the application.

**B. Site Plan**

- No material change to the rental unit has taken place in the prior registration period that altered the previously submitted site plan.
- A material change to the rental unit has taken place in the prior registration period which altered the previously submitted site plan. A revised site plan has been attached to the application.

**Part III**

**Owner's Affidavit:**

I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate and hereby grant permission for officials of the Township to conduct any and all inspections and affirm that all tenants of the subject property will be properly informed of the Township's rental regulations and the required inspections.

\_\_\_\_\_  
Signature of Owner(s) or Registered Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or printed name(s)

Date Received: \_\_\_\_\_

Fee: \_\_\_\_\_



CHARTER TOWNSHIP OF MERIDIAN CODE OF ORDINANCES  
OCCUPANCY STANDARDS FOR REGISTERED RENTAL AND RENTAL EXCEPTION

DEFINITIONS (FROM SECTION 86-2.)

**FAMILY:** A person, two unrelated persons; or where there are more than two persons occupying a dwelling unit and living together as a single, non-profit housekeeping unit with common culinary facilities. A family shall be limited to husband, wife, son, daughter, father, mother, brother, sister, grandfather, grandmother, grandson, granddaughter, aunt, uncle, stepchildren, and legally adopted children, or any combination of the above persons living together.

Any person seeking the rights and privileges afforded a member of a family by this Ordinance shall have the burden of proof by clear and convincing evidence of their family relationship.

**FUNCTIONAL FAMILY:** A group of persons occupying a dwelling unit and living together as a single, non-profit housekeeping unit whose relationship is of a permanent and distinct domestic character, with a demonstrable and recognizable bond where each party is responsible for the basic material needs of the other and all are living and cooking as a single housekeeping unit. A functional family shall not consist of any society, club, fraternity, sorority, association, lodge, combine, federation, group, coterie, or organization, nor include a group of individuals whose association is temporary or seasonal in character or nature or for the limited duration of their education, nor a group whose sharing of a house is merely for convenience and economics.

A functional family shall be given the same rights and privileges and shall have the same duties and responsibilities as a family as defined herein for purposes of construing and interpreting this Ordinance. Any person seeking the rights and privileges afforded a member of a functional family shall have the burden of proof by clear and convincing evidence of each of the elements of a functional family.

Nothing in this Section shall be deemed to confer any legal rights upon any person on the basis of conduct otherwise unlawful under any existing law.

**UNRELATED PERSONS:** Two (2) or more persons not constituting a family as defined in 81-1.8 of this Ordinance.

OCCUPANCY (FROM SECTION 86-368(b)1)

1. The dwelling shall be occupied by a family, a family and one roomer, a functional family, a functional family and one roomer, or by a group of not more than two unrelated persons, except that a person owning a single-family dwelling shall be permitted to keep two roomers while continuing to own and reside in the dwelling. The maximum occupancy shall not exceed three unrelated persons, including the owner, for an owner-occupied dwelling. For the purposes of this chapter persons comprising a functional family as defined in section 86-2 shall be deemed related persons.

FROM SECTION 86-366 SCHEDULE OF REGULATIONS FOR RESIDENTIAL DISTRICTS

District Designation		RR	RAA	RA	RB	RX	RDD	RD	RN	RC	RCC
A. Uses-by-Right											
4.	Maximum roomers permitted in addition to a family in accordance with section 86-366(b)(1)	1 or 2	1 or 2	1 or 2	1 or 2	1 or 2 in single-family dwelling, none in a duplex	1 or 2 in single-family dwelling, none in a duplex or a multiple family dwelling	0	1 or 2 in single-family dwelling, none in a duplex or a multiple family dwelling	0	0
D.	Maximum occupancy per living unit regardless of bedrooms. Number of roomers in accordance with subsection 86-366(b)(1).	1 family and 1 or 2 roomers or 2 unrelated individuals	1 family and 1 or 2 roomers or 2 unrelated individuals	1 family and 1 or 2 roomers or 2 unrelated individuals	1 family and 1 or 2 roomers or 2 unrelated individuals	1 family and 1 or 2 roomers or 2 unrelated individuals in a single-family dwelling; 1 family or 2 unrelated individuals in a duplex	1 family or 3 unrelated individuals in a multi-family dwelling; 1 family and 1 or 2 roomers or 2 unrelated individuals in a single-family dwelling; 1 family or 2 unrelated individuals in a duplex	1 family or 3 unrelated individuals	1 family or 3 unrelated individuals in a multifamily dwelling; 1 family and 1 or 2 roomers or 2 unrelated individuals in a single-family dwelling; 1 family or 2 unrelated individuals in a duplex	1 family or 3 unrelated individuals	1 family or 4 unrelated individuals but never more than 2 per bedroom

CHARTER TOWNSHIP OF MERIDIAN  
RENTAL HOUSING DIVISION (517) 853-4540  
DEPARTMENT OF COMMUNITY PLANNING & DEVELOPMENT

**GENERAL GUIDELINES FOR RENTAL PROPERTY INSPECTION**

The following is intended to serve as general guidelines for the maintenance of rental property in the Township. Inspections may include but are not limited to the following:

**EXTERIOR**

- The address shall be displayed on the structure with numbers a minimum of 4" in height using Arabic numerals.
- The exterior property and all common areas shall be maintained in a clean, safe and sanitary condition.
- No inoperative or unlicensed motor vehicles, nor a motor vehicle in disrepair or disassembly shall be parked, kept or stored on premises.
- All grasses, weeds, brush and other vegetation shall be maintained at the appropriate height as required by Township Ordinance. No noxious weeds shall be allowed.
- Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.
- Stairs with four or more risers shall have a handrail, which is properly secured.
- Porch or deck railings shall be properly secured.
- Exterior doors and storm doors shall be intact with working hardware and latch.
- Roof shingles are in good condition and there are no leaks.
- Foundation walls are free of holes and cracks and are rodent proof.
- An attic access opening is readily accessible.
- A solid core door has been installed between the house and the garage.
- Draft stops and firewalls have been appropriately maintained.
- Doors providing access to a dwelling unit have been equipped with a deadbolt lock.
- Windows and skylights have been maintained in good repair and are weather tight.

**INTERIOR**

- The interior of the structure and the equipment therein has been maintained in good repair, sanitary condition and structurally sound.
- Structural members (floor joists, roof rafters, etc.) shall be maintained structurally sound and capable of supporting the imposed loads.
- The interior of the structure has been kept free of rubbish, garbage and rodent/insect infestation.
- Doors and hardware have been maintained in good repair.
- Egress doors are accessible from the inside without the use of a key.
- Window glass shall not be cracked or missing and shall be properly maintained.

- Window and door screens have been made available for use by the tenant.
- The dwelling unit has adequate light and ventilation.
- A basement has not been used as a sleeping area unless it meets the requirement for emergency egress, ventilation and ceiling height.
- Smoke alarms have been installed in the appropriate location(s) and are operable.
- Stairs with more than four (4) risers have the appropriate handrail and guardrail.
- Stairways are intact and free of defects.

### PLUMBING

- Plumbing fixtures have been properly installed and have been maintained in working order and are free of leaks.
- Sinks and sink traps have been maintained in good repair and free of leaks.
- Taps have adequate water pressure and flow.
- Toilets are securely attached to the floor and have been maintained in good repair and free of leaks.
- Sinks, tubs and showers have hot and cold running water.
- Hot water heaters shall have an approved combination temperature and pressure relief valve.

### MECHANICAL

- Mechanical appliances, fuel burning appliances and cooking appliances have been properly installed and maintained in a safe working condition.
- Fuel burning equipment has been vented to an approved chimney or vent.
- Heat must be provided to all habitable rooms.
- Clothes dryer exhausts are of metal construction.
- Exhausts for appliances connected to a chimney have had the connection sealed with a non-combustible material.

### ELECTRICAL

- Electrical equipment, wiring and appliances have been properly installed and maintained in a safe and approved manner.
- Electrical wiring shall be properly installed and maintained in a safe and approved manner.
- Switch plates and outlets have been installed with covers.
- A receptacle must be provided for the refrigerator.
- Stairways are properly lit.
- Ground-fault circuit-interrupter (GFCI) receptacles have been provided in the bathroom and kitchen countertop areas.

## CHARTER TOWNSHIP OF MERIDIAN CODE

### DIVISION 2. RENTAL DWELLING UNIT REGISTRATION

#### Sec. 14-81. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Chief building inspector* means the person authorized by the township to make building or housing inspections.

*Codes* means the following codes and any codes in the Charter Township of Meridian Code of Ordinances: Michigan Building Code, 2003 Edition, Michigan Department of Consumer and Industry Services; Michigan Residential Code, 2003 Edition, Michigan Department of Consumer and Industry Services; International Property Maintenance Code, 2003 Edition, International Code Council with Charter Township of Meridian amendments.

*Common area* means the area in a rental complex not within a tenant's private rental unit. The term "common area" may include, but is not limited to, hallways, basement areas, common exterior stairways, balconies and space which contains mechanical, electrical or plumbing equipment.

*Good faith effort* means work done towards removing or rectifying a code violation, while not completed, in the sole opinion of the inspecting building official, substantial and substantive progress toward that end has been made.

*Owner* means any individual holding legal or equitable title to a property or to real improvements upon a property solely, jointly, by the entireties, in common, or as a land contract vendee or title to a mobile home or house trailer. The term "owner" shall also mean any individual, association of individuals, a public, private or not-for-profit corporation, a firm or partnership. The term "owner" shall not mean a tenant.

*Rental complex* means a group of rental dwellings.

*Rental dwelling* means any dwelling containing a rental unit, a rooming unit, or hotel/motel unit, including single-family homes and mobile homes occupied by a tenant or tenants.

*Rental property* refers generally to all rental complexes, dwellings and units.

*Rental unit* means a particular living quarters within a dwelling intended for occupancy by a person other than the owner and the family of the owner, including mobile homes, single-family homes, apartments, hotel/motel units, and rooming units.

*Tenant* means a person residing in a rental dwelling or rental unit.

*Violation notice* means a writ issued by the department of community planning and development building division, advising an owner, or his agent, of a violation of this division. Violation notices shall list all infractions and corrective measures necessary to comply with this division and a time period within which corrections must be completed.  
(Code 1974, § 92-6.3; Ord. No. 2002-07, § 1(92-6.3), 8-20-2002; Ord. No. 2006-01, § 5, 5-23-2006)

**Cross references:** Definitions generally, § 1-2.



**Sec. 14-82. Findings, purpose.**

(a) *Findings.* The township board finds that dwellings or dwelling units which are leased or rented to the public, when improperly maintained, by reason of their structures, equipment, sanitation, use or occupancy, may adversely affect the public health, safety and general welfare. To correct unsuitable conditions which exist within rental properties and to establish mechanisms for the continued maintenance of a sound stock of rental housing within the township, and to promote the public health, safety and general welfare of its citizens, the township board establishes these regulations which shall require the registration of rental dwelling units and provide for enforcement of rental housing standards.

(b) *Purpose.* This division is intended to protect and promote the health, safety and welfare of all the citizens of the township by requiring the registration of all rental dwelling units in the township. This registration, combined with regular inspections of common areas and electrical, mechanical and plumbing installations, will help prevent overcrowding and the incidence of communicable diseases, and will aid in the enforcement of the minimum standards for light, ventilation, and heat, for safety from fire and accidents; for the use, location and amount of space for human occupancy; and for an adequate level of maintenance.

(Code 1974, §§ 92-6.1, 92-6.2; Ord. No. 2002-07, § 1(92-6.1, 92-6.2), 8-20-2002)

**Sec. 14-83. Violations and penalties.**

(a) *Failure to comply with requirements of this division.* Any person or any others acting on behalf of such person violating or failing to comply with any of the provisions of this division or who shall hamper, impede or interfere with the performance of the duties of any authorized township official or agent of the official or other officer under the provisions of this division is responsible for a municipal civil infraction.

(b) *Sale or transfer in violation.* Violations under subsection (a) of this section shall include the sale or transfer of a dwelling in violation of this division or the failure to adhere to any statements made in an affidavit submitted under section 14-91(c) by an owner, broker or sales agent.

(Code 1974, § 92-6.13; Ord. No. 2002-07, § 1(92-6.14), 8-20-2002)

**Sec. 14-84. Applicability.**

(a) This division shall apply to all persons owning or exercising control over any building or premises used for dwelling purposes, or which subsequently may be constructed or so designated, which is in total or in part, rented or leased, and which is located within the bounds of the township. An owner of any dwelling unit located within the jurisdiction of the township shall not rent to another any dwelling, or dwelling unit, unless such dwelling, or dwelling unit, is registered with the township and is in compliance with all applicable federal, state and local laws, rules, ordinances and regulations. Occupancy of any dwelling by any person other than the owner of record shall be presumed to require a rental registration.

(1) Such presumption may be rebutted by evidence that the occupant has ownership equity of 25 percent or more of the fee or life estate evidenced by:

- a. A recorded deed;
- b. A recorded land contract; or
- c. An unrecorded land contract with supporting evidence that it was not entered into in order to circumvent the requirements of this chapter including subsequent recordation.

(2) Occupants of any dwelling claiming any form of ownership in accordance with a land contract, option to purchase, exchange contract, or any other legal instrument shall provide proof that the transfer of ownership is supported by a substantial equity interest in the property by the person claiming ownership.

(b) In a case where a provision of this division is found to be in conflict with a provision of an ordinance or code of the township applicable to existing buildings, the provisions which establish the higher standard for the protection of the public safety and health shall prevail.  
(Code 1974, § 92-6.4; Ord. No. 2002-07, § 1(92-6.4), 8-20-2002)

#### Sec. 14-85. Exceptions.

Rental registration under this division is not required under the following circumstances:

- (1) *Family occupancy.* Any member of a family, as defined by section 86-2 of this Code may occupy a dwelling as long as any other member of that family is the owner of the dwelling.
- (2) *House-sitting.* During the temporary absence of the owner and owner's family of a domicile for a period not to exceed two years in any five-year period, the owner may permit up to two unrelated individuals or a family to occupy the premises without a rental registration by notifying the department of community planning and development on a form provided by the department of the address of the owner's temporary domicile, the projected duration of the owner's absence, and the identity of the unrelated individual or family who will occupy the premises during the owner's absence.
- (3) *One- and two-family dwelling sales.* The sale of any one- or two-family dwelling intended for occupancy by the owner or owners of record which are to be occupied by the seller under a rental agreement for a period of less than 90 days following closing is excepted from the provisions of this division. The sale of any one- or two-family dwelling intended for occupancy under a lease with option to purchase agreement, life estate agreement or any other form of conditional sale agreement shall require rental registration if legal or equitable ownership is not transferred in its entirety within 90 days of execution of the conditional sales agreement.
- (4) *Exchange student, visiting clergy, medical caregiver, child care.* For an owner-occupied dwelling, additional occupancy by exchange students placed through a recognized education exchange student program, one visiting clergy or clerical aide to a local church or congregation, or one person to provide child care or medically prescribed care is excepted from the provisions of this division.
- (5) *Estate representative.* Occupancy by a personal representative, trustee, or guardian of the estate and his family is excepted from the provisions of this division, where the dwelling was owner-occupied for the last year prior to the owner's death and the occupancy does not exceed two years from the date of death of the owner, by notifying the department of community planning and development on a form provided by the department of the owner's name, date of death, and name of the person occupying the premises.  
(Ord. No. 2002-07, § 1(92-6.5), 8-20-2002)

#### Sec. 14-86. Registration of rental dwellings and rental units.

All owners of rental property shall register with the township department of community planning and development each rental complex, dwelling, and unit within the boundaries of the township.

- (1) *Initial registration requirements.* The registration of any rental property shall require at least the following information on forms provided by the township:
  - a. The address of the rental property with each rental unit contained therein enumerated. If the rental units are within a complex of buildings, the property manager's address.
  - b. If applicable, the number of buildings in the rental complex.
  - c. The number of rental units per rental dwelling, the total number of rooms per rental unit and the number of bedrooms per rental unit.

d. A floor plan of the dwelling, showing the number, size, and location of habitable and occupiable rooms in the rental unit, and the number, size, and location of nonhabitable and nonoccupiable rooms in the rental unit, as well as all exits, basement and attic egress windows, and entryways to the unit. If the owner or the registered agent has previously submitted a floor plan for the rental unit which is the subject of the application, the application may incorporate by reference the previously filed documents and certify that no material change to the rental unit has taken place in the prior registration period.

e. A site plan showing the boundaries of the property, the location of all structures, the location, number and size of parking spaces in conformance with this Code and the location and size of driveways. The department of community planning and development may require submission of a legal survey to establish the boundaries of the rental unit. If the owner or the registered agent has previously submitted a site plan for the rental unit which is the subject of the application, the application may incorporate by reference the previously filed documents and certify that no material change to the rental unit has taken place in the prior registration period.

f. The owner's name, driver's license or state identification number (or in the case of a corporation, the corporate ID number), address and telephone number and the location where he shall receive correspondence from the township and where he may be reached in cases of emergency.

g. The name, driver's license or state identification number (or in the case of a corporation, the corporate ID number), address and telephone number of the registered agent or other responsible person designated by the owner to receive official notices, legal processes, tenant concerns and correspondence from the township.

h. The applicant shall sign the registration attesting to the truth and accuracy of its contents.

i. Payment of all applicable fees as published in the township schedule of fees.

(2) *Renewal registration requirements.* An application for the renewal of a rental registration shall contain the same information as an initial application, except that:

a. It may be signed by the owner or registered agent.

b. If there have been no changes from the previous application, it may incorporate by reference the information previously submitted.

(3) *Application acceptance.* A rental registration application shall not be accepted by the department of community planning and development unless it meets all requirements of this division, is accompanied by the required rental registration fee, is accompanied by the documents required by this division, and is accompanied by any delinquent township fees and charges due and payable to the township in conjunction with the property to be registered. The department of community planning and development, within 30 days of receipt, shall notify the applicant of any deficiencies of the application which prevents its acceptance.

(4) *Acknowledgment of acceptance.* An application is not considered accepted by the department of community planning and development until the department does one or more of the following:

a. Provides a written acknowledgement of receipt of a complete application; or

b. For initial applications, schedules the inspection of the premises and delivers an acknowledgement of a completed application.

(5) *Changes in registration information.* The owner or his registered agent shall provide written notification to the township department of community planning and development of any change in the information provided in subsections (1)--(3) of this section.



(6) *Owner's affidavit and agreement to permit inspections.* Included with the initial and renewal registration application shall be an affidavit and agreement, signed by the property owner, permitting inspections of his properties by officials of the township and affirming that all tenants of the subject properties have been informed of the regulations contained in this division and of inspections of the properties by building officials. A copy of the affidavit shall be provided to all tenants.

(7) *Additional requirements.* The director of community planning and development may with written notice require additional information of any or all registrants in order to reasonably further the purposes of this division.

(Code 1974, § 92-6.5; Ord. No. 2002-07, § 1(92-6.6), 8-20-2002)

### **Sec. 14-87. Inspections.**

(a) *Initial rental registration inspections.* Within 60 days following the acceptance of an application for an initial rental registration, the proposed rental unit shall have an inspection for compliance with the requirements of the building, plumbing, mechanical, electrical, and fire safety codes as adopted and amended by the township. Absent the mutual agreement of the chief building inspector and the owner of the premises to be inspected, inspections made pursuant to this subsection shall be conducted only between the hours of 6:00 a.m. and 10:00p.m., Monday--Friday.

(b) *Annual renewal inspection schedule.* A schedule of potential inspections of all rental properties shall be prepared by the department of community planning and development and made available for review by the public at the department of community planning and development, and a proposed date for the potential inspection of an owner's rental property shall be provided to the owner and tenant at least 30 days prior to the inspection date. This schedule and notice shall not create a responsibility for the township to inspect the property; however, except as hereinafter provided, no inspection shall be performed on any day not in compliance with the scheduling and notice requirements of this section. A list of inspection guidelines, prepared by the department of community planning and development, shall be given to all owners at the time of registering a rental property.

(c) *Scheduled common area and unit inspections.* The common areas of all rental complexes shall be inspected each year. Common areas shall be inspected in accordance with an inspection schedule prepared by the department of community planning and development and available for review by the public at the department of community planning and development. All structures containing not more than eight rental units and each unit contained in those structures shall be inspected annually. All structures having more than eight rental units shall have at least one-third of the rental units contained in those structures inspected annually. Absent the mutual agreement of the chief building inspector and the owner, tenant or other person in charge of the premises to be inspected, inspections made pursuant to this subsection shall be conducted only between the hours of 6:00 a.m. and 10:00 p.m. Monday--Friday.

(d) *Unscheduled inspections.* Any rental property, even though not previously scheduled for inspection, may be inspected at any time without prior notice if the chief building inspector has probable cause to believe that a condition in, or related to, that rental property constitutes either a present threat to public health, safety and welfare or a violation of any code.

(e) *Court orders.* If any owner, tenant or other person in charge of any rental property or dwelling unit fails or refuses to permit or prevents free access and entry to the structure or premises under his control or any part thereof when an inspection authorized by this section is sought to be made, the chief building inspector may petition for and, upon such showing as is required by law, obtain an order from a court of competent jurisdiction directing compliance with the inspection requirements of this division and such other directives and remedies as the court deems appropriate under the circumstances.

(Code 1974, § 92-6.6; Ord. No. 2002-07, § 1(92-6.7), 8-20-2002)

**Sec. 14-88. Registration expiration, re-registration, waiver of inspection, owner inspections.**

(a) *Registration, expiration and re-registration.* Rental properties shall be registered annually at least 30 days before the expiration date assigned by the township, following the same requirements set forth in section 14-86(1). The township may extend registration periods beyond 12 months in order to stagger expiration dates.

(b) *Waiver of inspection and reduction of fees.* An owner may apply for a waiver from inspection and a 50 percent reduction in the following year's registration fee, as set forth in the schedule of fees, by supplying the township with a certified copy of a completed inspection by an agency of the federal or state government and an affidavit affirming the correction of all violations found by the inspecting agency. The request must be made within 60 days after the inspection by another agency and at least 20 days before the scheduled inspection by the township. The chief building inspector shall determine whether the inspection is a qualified substitute for a township inspection.

(c) *Owner inspections.* Rental property owners should conduct their own periodic inspections and should correct potential code violations at all times. The department of community planning and development will endeavor to consult with owners and advise them of proper methods and materials to correct violations and ways to avoid potential future problems and violations.  
(Code 1974, § 92-6.7; Ord. No. 2002-07, § 1(92-6.8), 8-20-2002)

**Sec. 14-89. Violations, notices and inspections.**

(a) *Violations not imminently dangerous.* Upon inspection by the chief building inspector, if a violation of any code is discovered, but the violation is deemed by the chief building inspector not to be imminently dangerous to life or limb, a violation notice shall be issued to the owner in accordance with section 107 of the International Property Maintenance Code. The owner shall be advised of the time period to correct the violation.

(b) *Reinspection and fees.* Reinspection of a property shall occur on the date specified on the violation notice, or sooner if requested by the owner and township scheduling permits such inspection. A fee, as published in the schedule of fees, shall be charged for each reinspection. A reinspection may be waived as determined by the chief building inspector if the owner or registered agent has provided written notification and supporting documentation to the department of community planning and development that all corrections have been made within the specified time period.

(c) *Schedules.* Time schedules for the correction of violations shall be reasonable as determined by the township chief building inspector.

(d) *New violation notice.* If a violation is not corrected upon the expiration of the allowed time, as identified in the violation notice, but a good faith effort has been made to correct the violation, the chief building inspector may provide a revised compliance date. If new violations are found at the same premises, a new notice shall be issued with an appropriate date before which corrections must be completed.

(Code 1974, § 92-6.8; Ord. No. 2002-07, § 1(92-6.9), 8-20-2002)

**Sec. 14-90. Vacation of rental dwellings, recordation of notices and orders; remedies.**

(a) *Notice to appear.* If no effort has been made to correct a violation within the time allotted for its correction, the chief building inspector may issue an appearance ticket for such violation and may order the building vacated in accordance with section 108 of the International Property Maintenance Code.

(b) *Violations that threaten life, limb, or property.* If upon inspection of rental property the building official determines that a violation is of such a serious nature so as to immediately threaten the life, limb, health, property, safety or welfare of the public or the occupants thereof, the chief building inspector shall demand that the violation be corrected immediately and/or the building be vacated immediately in accordance with sections 107, 108 and 109 of the International Property Maintenance Code.

(c) *Undue hardships.* If, in the opinion of the chief building inspector, the vacating of the building would cause undue hardship upon its tenants, but the conditions of the premises are as described in subsection (b) of this section, the chief building inspector may correct, or cause to be corrected, the conditions which are deemed imminently dangerous to life and limb, and charge to the owner the costs thereof in accordance with section 109 of International Property Maintenance Code.  
(Code 1974, §§ 92-6.9, 92-6.10; Ord. No. 2002-07, § 1(92-6.10, 92-6.11), 8-20-2002)

**Sec. 14-91. Transfer of rental property registration.**

(a) *Registration and fees.* The purchaser shall cause a registration under this division to be transferred upon the sale of a rental property. The new owner shall sign all appropriate agreements and affidavits for registration and shall complete a new registration application. All the above shall be provided to the township by the new owner or the real estate closing institution within 30 days of closing the sale. There is no fee for transferring registration.

(b) *Existing violations.* If a rental property subject to sale has outstanding violations, all violations shall be corrected and a reinspection shall be required before a registration is transferred. The owner shall advise the purchaser of any outstanding violations before closing the sale.

(c) *Change of status.* If the subject property is not to be used as rental property after a sale is transacted and a statement and affidavit to this effect is provided to the township, no inspection or transfer is required.

(Code 1974, § 92-6.11; Ord. No. 2002-07 § 1(92-6.12), 8-20-2002)

**Sec. 14-92. Building permits; notification; fees.**

(a) *Building permits.* Rental property owners shall procure the appropriate building permits from the township or state for all construction work required by the department of community planning and development to correct violations.

(b) *Notifications.* When there is noncompliance with any code, owners and their registered agents, as listed in the applications for registration of rental properties, shall be notified and the properties posted in accordance with section 107 of the International Property Maintenance Code. Owners shall be informed of their appeal rights. Tenants or occupants of a subject rental property shall be notified of their dwelling's conditions and provided information regarding their rights.

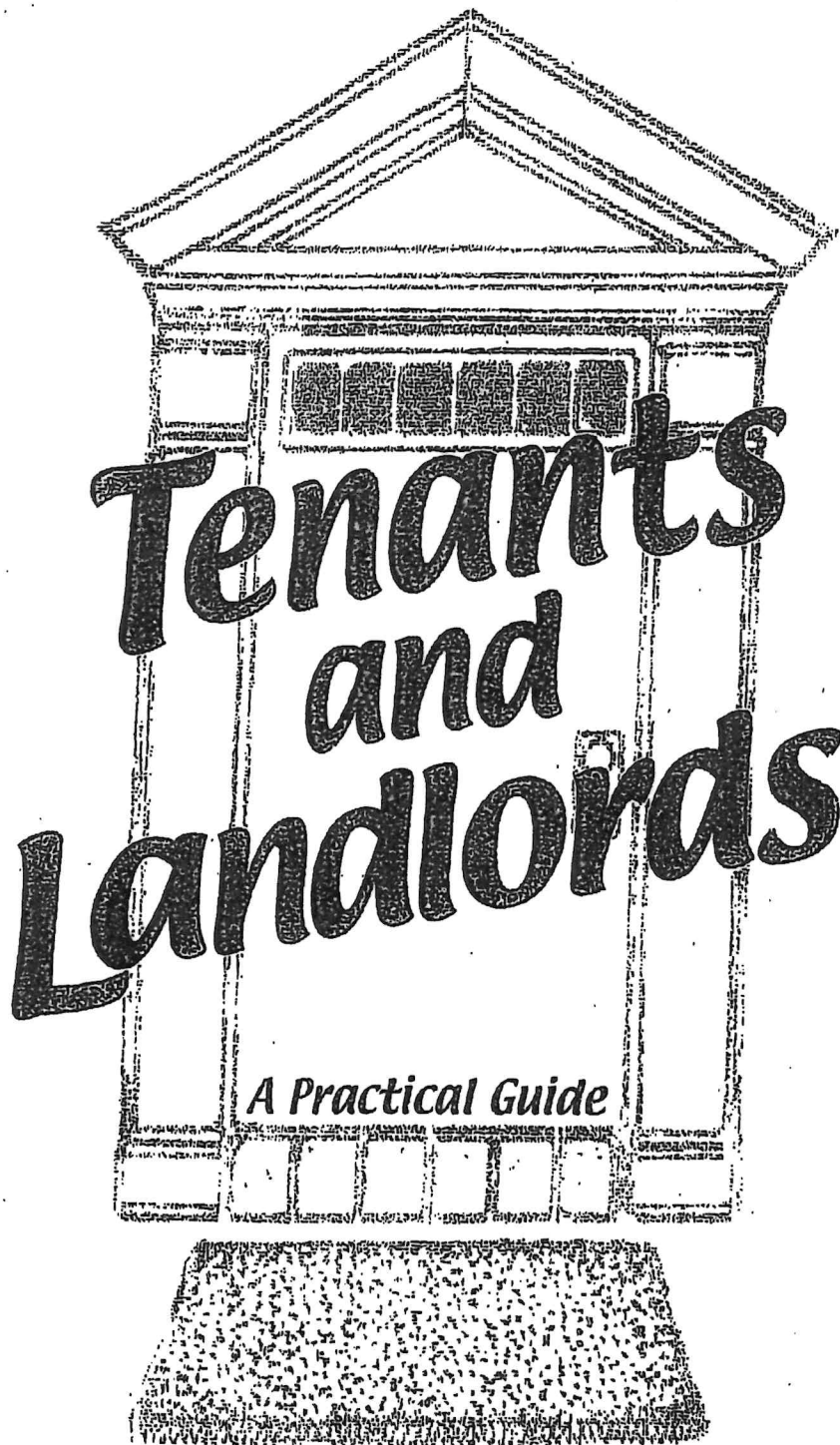
(c) *Fees.* Rental property owners shall be required to pay a fee for registration and for any reinspection performed as a result of any violation. Fees shall be paid at the time of registration or reinspection, as applicable. The township board shall determine and publish a schedule of fees as needed.

(d) *Notice and orders.* All notices and orders of the department of community planning and development shall be in accordance with section 107 of the International Property Maintenance Code.

(Code 1974, § 92-6.12; Ord. No. 2002-07, § 1(92-6.13), 8-20-2002)

Secs. 14-93--14-120. Reserved.





Booklet available online at:

<http://www.legislature.mi.gov/documents/Publications/tenantlandlord.pdf>

ASSESSOR'S DATE STAMP

# Request to Rescind Principal Residence Exemption (PRE)

Issued under authority of Public Act 206 of 1893.

This form must be filed with the assessor for the city or township where the property is located. This address may be on your most recent tax bill or assessment notice. For more information regarding the PRE, please review the PRE guidelines at [www.michigan.gov/pre](http://www.michigan.gov/pre).

Type or print in blue or black ink.

## PART 1: PROPERTY INFORMATION

Type or print legibly. Use a separate form for each property tax identification number.

1. Property Tax Identification Number		2. Name of Local Unit (Check Township or City)		3. County	
		<input type="checkbox"/> Township <input type="checkbox"/> City			
4. Street Address of Property (Provide a Complete Address)					
5. Name of Owner (First, Middle, Last)		6. Owner's Last Four Digits of Social Security Number		7. Owner's Daytime Telephone Number	
		XXX-XX-			
8. Name of Co-Owner (First, Middle, Last)		9. Co-Owner's Last Four Digits of Social Security Number		10. Co-Owner's Daytime Telephone Number	
		XXX-XX-			

## PART 2: RESCIND INFORMATION

11. I am rescinding the Principal Residence Exemption claimed for this property because (check appropriate box(es) below):

a. I am no longer the owner of the property.

b. I own the property, but I no longer occupy the property as my principal residence.

c. I have converted the property to rental property.

d. I have converted the property to commercial property.

e. Other: \_\_\_\_\_

12. If the portion of the property in line 1 that you own and occupy as your principal residence has changed, enter the new percentage here. .... 12. \_\_\_\_\_ %

13. Effective date of the change listed in either 11 or 12. .... 13. \_\_\_\_\_  
Month Day Year

14. This rescission applies to:

a. Owner and Co-owner as listed in boxes 5 and 8 above.

b. Owner only, as listed in box 5 above.

c. Co-owner only, as listed in box 8 above.

15a. New Owner's Name	15b. New Co-Owner's Name

## PART 3: OWNER CERTIFICATION

**Certification:** I certify under penalty of perjury the information contained on this document is true and correct to the best of my knowledge.

16. Owner's Signature/Representative	Date
17. Co-Owner's Signature/Representative	Date
18. Mailing Address, if Different than Property Address Above	

## PART 4: ASSESSOR'S CERTIFICATION — FOR LOCAL GOVERNMENT USE ONLY

Assessor's Signature	What is the first year this change will be posted to the tax roll (yyyy)? _____
	Date Certified by Assessor (mm/dd/yyyy)

## Instructions for Form 2602 Request to Rescind Principal Residence Exemption

### General Instructions

This form enables people who are selling or converting their home to another use to rescind their exemption. It also enables people to change the percentage that they occupy as their principal residence.

**INTEREST AND PENALTY.** If it is determined that you claimed property that is not your principal residence, you may be subject to the additional tax plus penalty and interest as determined under the Property Tax Act.

### Line-by-Line Instructions

*Lines not listed here are explained on the form.*

### PART 1: PROPERTY INFORMATION

**Line 1:** Property is identified with a property tax identification number. This number will be found on your tax bill and on your property tax assessment notice. Enter this number in the space indicated. If you cannot find this number, call your township or city assessor. **Submit a separate Form 2602 for each exemption being rescinded.** Your property number is vital; without it, your township or city cannot adjust your property taxes accurately.

**Lines 2-4:** Enter the complete property address of the exemption you are rescinding. Check the appropriate box for the city or township. If you live in a village, list the township in which the principal residence is located.

**Lines 5-10:** Enter the name, the last four digits of the Social Security Number(s) and the daytime telephone number of the legal owner(s).

**NOTE:** The request for the last four digits of the Social Security Number is authorized under section 42 USC 405 (c) (2) (C) (i).

### PART 2: RESCIND INFORMATION

#### Change an Existing Exemption

You are required to rescind a principal residence exemption when you no longer own and occupy the property as your principal residence. The exemption will be removed December 31st of the year you rescind the exemption.

**Line 11:** Check the box(es) that most accurately reflects reason you are rescinding your exemption.

**Line 12:** If you own and live in a multiple-unit or multi-purpose property (e.g. a duplex or apartment building, or a storefront with an upstairs flat), you can claim an exemption only for the portion that you use as your principal residence. Calculate your portion by dividing the floor area of your principal residence by the floor area of the entire building.

If the parcel of property you are claiming has more than one home on it, you must determine the percentage that you own and occupy as your principal residence. A second residence on the same property (e.g. a mobile home or second house), is not part of your principal residence even if it is not rented to another person. Your local assessor can tell you the assessed value of each residence to help you determine the percentage that is your principal residence.

If you rent part of your home to another person, you may have to prorate your exemption. If your home is a single-family dwelling and the renters enter through a common door of your living area to get to their rooms, you may claim 100 percent exemption if less than 50 percent of your home is rented to others who use it as a residence. However, if part of the home was converted to an apartment with a separate entrance, you must calculate the percentage that is your principal residence, by dividing the floor area of your principal residence by the floor area of the entire building.

**Line 13:** Enter the date that the change(s) indicated on lines 11 and 12 above became effective.

**Line 14:** Select the appropriate box.

**Line 15:** If this rescission is being done because of a change in ownership, list the new owner and, if applicable, co-owner on the appropriate lines.

### PART 3: OWNER CERTIFICATION

Sign and date the form. Enter your mailing address if it is different from the address on line 4.

### PART 4: ASSESSOR'S CERTIFICATION — FOR LOCAL GOVERNMENT USE ONLY

This form is not valid unless certified by an assessor. The assessor must properly process the form and remove and/or adjust the Principal Residence Exemption, accordingly.

### Mailing Information

Mail your completed form to the township or city assessor in which the property is located. This address may be on your most recent tax bill or assessment notice. Do not send this form directly to the Department of Treasury.

If you have any questions contact your local assessor or the PRE Unit of the Michigan Department of Treasury at 517-335-7487, or visit [www.michigan.gov/PRE](http://www.michigan.gov/PRE).