

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement • Police Services

MULTI-FAMILY RENTAL PROPERTY REGISTRATION

Property Address: _____

of Buildings with 3 - 8 Units: _____ # of Buildings with 9 or More Units _____

High Rise Building (5 or more floors): _____ (\$50/per floor) Failure to Register Penalty Fee: _____ \$100 per bldg.

Amount of monthly rent from all sources: \$ _____

Corporate Property Owner: _____

Michigan ID No.: _____ Resident Agent: _____

Cell Phone: _____ Fax: _____

Email Address: _____

Registered Office Address: _____

City: _____ State: _____ Zip: _____

Corporate Officer: _____ Corporate Officer: _____

Office Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner Signature _____ Date _____

Do you wish to receive official correspondence by acknowledged email: _____ Yes _____ No

If the rental property is managed or operated by a designated agent, the name, address and telephone number of that person or entity and a written statement that the designated agent is authorized to receive notices, invoices and other legal process on behalf of the owner pursuant to enforcement of this code. If an agent / representative is listed, the Township will send official notices to that person or entity. Please provide **Designated Agent Information (if applicable)**

Property Agent Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell Phone: _____

Email Address: _____

***Owner statement received?** _____ Yes _____ No

Agent / Representative Signature _____ Date _____

Note: Owners who wish to receive scheduling notices, invoices and other legal notices from the Township and who are unable to physically be present for inspections may choose to designate an agent to represent them for the purpose of attending scheduled inspections. Owners must notify the Township in writing and provide the agent's name and contact information at least four days prior to a scheduled inspection. Written notification may be done by email or fax on a case by case basis. Township inspectors are prohibited from entering a rental property to conduct a scheduled inspection unless the property owner or designated agent is physically present to accompany the inspector through the house. Failure to be present at a scheduled inspection will result in a "no show" fee being assessed and the inspection being re-scheduled.

Any changes in owner contact information, changes in designated agents or changes in the number of units contained in a multi-unit dwelling shall be reported to the Office of Community Standards within 15 days. The Township will not be responsible for missed inspection appointments and delinquent invoices caused by an owner's failure to notify the Township of a change of address or a change of agent designated to receive official notices and invoices.

REGISTRATION FEE PER BUILDING

- **Building with 3 – 8 Units** **\$50**
- **Building with 9 or more Units** **\$75**
- **High Rise Building (5 or more floors)** **\$50 (per floor)**
- **Failure to register** **\$100**

A separate registration form is required for each rental property and for each rental unit within a structure. Send registration form with payment of applicable fees to:

Charter Township of Ypsilanti
Office of Community Standards
7200 S. Huron River Drive
Ypsilanti, MI 48197

