

**Township Supervisor**  
Brenda L. Stumbo  
**Township Clerk**  
Heather Jarrell Roe  
**Township Treasurer**  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— ORDINANCE DEPARTMENT —

**Trustees**  
John Newman II  
Gloria Peterson  
Debbie Swanson  
Ryan Hunter

**RENTAL PROPERTY REGISTRATION**  
**Single Family and Duplex Residential Rental Property**

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

Single Family (1 unit)\_\_\_ Duplex\_\_\_ Number of Units\_\_\_ Fee\_\_\_ (\$10)

(\*NOTE\*\*Structures with more than one dwelling unit requires a separate registration form and \$10 for each unit.)

**Failure to Register Penalty Fee:\_\_\_\_\_ \$100 per structure**

**Owner/Designated Agent Information**

Individual/LLC/Corporate Property Owner: \_\_\_\_\_

Agent: \_\_\_\_\_ Email Address: \_\_\_\_\_

Owner's Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Driver's License ID: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Property Agent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
**Property Owner**

\_\_\_\_\_  
**Date**

**COMPLETE APPLICATION ON REVERSE SIDE**

**Township Supervisor**  
Brenda L. Stumbo  
**Township Clerk**  
Heather Jarrell Roe  
**Township Treasurer**  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— ORDINANCE DEPARTMENT —

**Trustees**  
John Newman II  
Gloria Peterson  
Debbie Swanson  
Ryan Hunter

If the rental property is managed or operated by a designated agent, the owner shall supply the name, address, and phone 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.

\_\_\_\_\_  
**Designated Agent**

\_\_\_\_\_  
**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 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 multiple 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.

**Application Fee: \$10 for each unit**  
**\$100 inspection fee for each unit**

**\$100 penalty fee for failure to register an occupied rental property of any type**

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 Dr.  
Ypsilanti, MI 48198  
(734)-544-4000 x 1  
[ordinance@ypsitownship.org](mailto:ordinance@ypsitownship.org)