



OFFICE OF COMMUNITY STANDARDS

7200 S. Huron River Drive • Ypsilanti, MI 48197

Phone (734) 485-3943 Fax (734) 544-3673

ytown.org

Rental Property Registration
Single Family and Duplex Residential Rental Property

Property Address: _____

Single Family (1 unit): _____ Duplex/Multiple: ___ of ___ Units Fee: ___ \$10

Note: Structures with more than one dwelling unit require a separate registration form and \$10 fee for each unit.

Failure to Register Penalty Fee _____ \$100 per structure (single or multiple unit structure – only one fee)

Amount of Monthly Rent from All Sources: \$ _____

Individual Property Owner: _____

Owner Birth Date: ____/____/_____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____

Mobile Phone: _____ Fax: _____

State ID: State _____/Number _____

Email Address: _____

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

Corporate Property Owner: _____

Michigan ID No: _____

Resident Agent: _____

Registered Office Address: _____

City: _____ State: _____ Zip: _____

Corporate Officer: _____

Corporate Officer: _____

Office Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

Property Owner Signature

Date

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

Designated Agent Information (if applicable)

Property Agent Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Mobile 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 business 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 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.

Registration Fee

- \$10 for each single rental property
- \$10 for each unit of a multiple unit structure
- \$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 Drive
Ypsilanti, MI 48197