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## LANDLORD LICENSE CHECKLIST

The following checklist outlines the rental registration process. Please use this checklist as your guide to obtaining the landlord license required by City Ordinance.

### I. APPLICATION FOR REGISTRATION

\_\_\_ Complete the application provided.

\_\_\_ **Submit the Registration Fee**, as calculated on the fee worksheet on the reverse side of this checklist, along with the application, to the Madison Heights Community Development Department. Please make the check payable to the City of Madison Heights. **RENEWAL FEES MUST BE PAID AND INSPECTIONS COMPLETED PRIOR TO THE EXPIRATION OF THE CURRENT LICENSE.**

### II. INSPECTIONS

\_\_\_ **Schedule Initial Inspection:** After the Community Development Department receives the application and required fee, you are required to schedule a day and time for inspection of the property. **Inspection and all required repairs must be complete by the renewal date.** Please note: You, as the property owner, are responsible for obtaining access for the inspection. Please contact the Community Development Department at 248-583-0831 for inspection times. There must be an adult present at the property for the entire time block to allow the inspector to gain entry.

\_\_\_ **Requirements:** There are handouts available for City of Madison Heights requirements, such as smoke detectors and fire extinguishers. The responsible party must be a Michigan resident and live within one hundred (100) miles of Madison Heights. Any questions, please contact the Community Development Department at 248-583-0831.

\_\_\_ **Violations noted:** If Property Maintenance Code Violations are cited during the inspection, a copy of the inspection report will be left with, or mailed to, the responsible party listed on the application detailing the repairs that must be completed. If you have any questions regarding the violations, please call the inspector listed on the report.

\_\_\_ **Correct any cited violations.** Please note that there will be a specific time frame in which the violations will need to be corrected. Before making any corrections, please review the inspection report carefully to determine if a licensed contractor is required to obtain a permit(s) for the repairs. If you have questions contact the inspector at (248) 583-0831.

\_\_\_ **Schedule re-inspection if required.** You are required to schedule another inspection for the correction of the cited violations. Please schedule this inspection as soon as possible after repairs are completed. You will not be charged for the first re-inspection, but if the violations are not complete and another inspection needs to be scheduled, there will be \$35.00 re-inspection fee charged to the owner. You will be requested to provide permit numbers for any repairs that required permits to be pulled. **A \$35.00 fee is charged for all missed appointments.**

\_\_\_ **Final any permits.** Obtain final approval from the City Inspectors if permits were required.

### III. LICENSING

\_\_\_ **Receive your Rental License.** (valid for 3 years).

\_\_\_ **This licensing process must be repeated every three (3) years.** We will attempt to contact you by mail sixty to ninety days prior to the current license expiration date, however it is your responsibility to complete the re-registration process before your current license expires.

**FAILURE TO COMPLY WITH ANY PORTION OF THE ORDINANCE MAY RESULT IN LEGAL ACTION TO OBTAIN COMPLIANCE.**

\*\*\*FEE CALCULATION WORKSHEET ON REVERSE SIDE\*\*\*

**MADISON HEIGHTS LANDLORD LICENSING**

**RENTAL FEE CALCULATION WORKSHEET**

Single Family

Number of single family rental houses \_\_\_\_\_ x \$195.00 = \$ \_\_\_\_\_

Two to four units

Number of rental buildings \_\_\_\_\_ x \$240.00 = \$ \_\_\_\_\_

(If the owner occupies one unit of the building it may be deducted)

Multi-unit Residential Building (5 units or more)

Number of units \_\_\_\_\_ x \$46.50 = \$ \_\_\_\_\_

This must be done for each building for a grand total.

\*Penalty for payment after renewal date \$ \_\_\_\_\_

Add totals column down for grand total. GRAND TOTAL \$ \_\_\_\_\_

In addition, the Landlord Licensing Ordinance #1065 requires the following:

- (4) No landlord license shall be issued until all of the following fees and debts to the city have been paid in full:
  - (a) All current property taxes and current annual installments of any special assessments;
  - (b) Any water bills outstanding;
  - (c) All charges against the property for mowing, cleanup, weed or debris removal, or fines, penalties, or debts of any sort arising from provisions of the property maintenance code, including any blight provisions.

Note: Re-inspection fees per unit \$35.00 (for lockouts, third inspections and all subsequent inspections as may be required to bring into compliance).

\*Late fees equal to 50% of the application fee are assessed if the application and fee are not received before the current expiration date; if the renewal is not completed within fifteen (15) days after the renewal date; or if a new application is not completed within thirty (30) days of the application date.

# APPLICATION FOR LANDLORD LICENSE

City of Madison Heights

RENTAL PROPERTY ADDRESS: \_\_\_\_\_

TENANT: \_\_\_\_\_ PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

**OWNER(S) OF PROPERTY:\***

**RESPONSIBLE PARTY:\*\*** Same as owner

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

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

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

Home Phone No. (\_\_\_\_) \_\_\_\_\_ Home Phone No. (\_\_\_\_) \_\_\_\_\_

Work Phone No. (\_\_\_\_) \_\_\_\_\_ Work Phone No. (\_\_\_\_) \_\_\_\_\_

Driver's Lic. No. \_\_\_\_\_ Driver's Lic. No. \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\* List additional owners information on separate sheet and attach.

\*\* Responsible party must be a Michigan resident and live within one hundred (100) miles of Madison Heights. All correspondence is sent to the responsible party.

<b><u>HOUSES ONLY:</u></b> One Family <input type="checkbox"/> Two Family <input type="checkbox"/> License Fee: * \$ _____	<b><u>APARTMENTS ONLY:</u></b> No. of Buildings: _____ No. of Apartments per Building: _____ Total number of Apartments: _____ License Fee: \$ _____
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\* I hereby certify that I am entitled to a waiver of inspection and fees as the property herein described is occupied by my:

Mother  Father  Son  Daughter  
 Mother-in-law  Father-in-law  Grandparent(s)

I further understand that I may be required to provide proof of the relationship.

**A three (3) year registration fee must accompany this application. Upon inspection and approval by the Community Development Department, a license will be issued. It is violation of the Ordinance not to notify this Department of a change in ownership.**

I wish to receive inspection reports and other correspondence via e-mail

E-mail address \_\_\_\_\_

**By signing this application I certify that I have read and understand the above and that all information is true to the best of my knowledge.**

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Signature)

**FOR OFFICE USE ONLY**

Expiration Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Clerk: \_\_\_\_\_ License #: \_\_\_\_\_



*City of Madison Heights  
Landlord Licensing Program  
300 W. Thirteen Mile Road  
Madison Heights, MI 48071  
(248) 583-0831*

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**FURNACE/HEATING PLANT INSPECTION RECORD**

PROPERTY ADDRESS: \_\_\_\_\_

Date Work Performed: \_\_\_\_\_

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor's State License Number: \_\_\_\_\_

Technician's Name: \_\_\_\_\_

Technician's State License Number (If applicable): \_\_\_\_\_

I hereby certify that I have operated and inspected all the gas and/or oil fired heating equipment at the above referenced address as follows:

1. Heat exchangers were visually inspected if accessible.
2. Carbon monoxide tests were performed in the discharge air plenum and in the immediate vicinity of the unit(s).  
CO reading in plenum \_\_\_\_\_ In vicinity \_\_\_\_\_
3. All system controls and safety switches were inspected for proper operation.
4. 110v electrical system was inspected. On/off switch checked for proper operation.
5. All filters were inspected.

No deficiencies were found. All tests and equipment were within normal operating limits.

\_\_\_\_\_  
Technician's Signature

\_\_\_\_\_  
Date



**SUBJECT: LANDLORD LICENSE PROCEDURES FOR RELATIVE OCCUPIED UNITS**

**PURPOSE:** To establish procedures for processing landlord license applications for residential units occupied by the owner's immediate relatives.

**STATEMENT OF POLICY:**

1. Establishment of procedures for processing landlord license applications for residential units occupied by the owner's relatives.
  - a. The Code of Ordinances provides that all owners of residential property that is not owner occupied must obtain a landlord license for that property. There are no exceptions to this policy in the code. In the past various exceptions to this ordinance requirement have been made absent any established policy on this issue. It is desirable to establish a formal policy to provide direction to staff and consistent application of the code.
  - b. In order to provide relief from the fee and inspection requirements for persons providing residential dwellings to an immediate family member the license fee and inspection requirements will be waived where the occupant(s) are property owner's mother, father, mother-in-law, father-in law, grandparent(s), grandparent(s)-in-law, son, or daughter. Verification of the relationship may be required.
  - c. The property owner shall file the attached application and indicate thereon that the occupant(s) are a relative. CDD will enter this information into the licensing system and issue a license to the owner. The owner will be responsible for reporting any change in the occupant(s) in a timely fashion and obtaining any license required as a result of a change in occupancy.
  
2. It is the intent of this policy to provide a means to exempt certain residential rental properties as defined in the Municipal Code from the fees and inspection requirements of the Landlord Licensing Ordinance while permitting the City to accurately maintain records on these properties.

Authorized by: James F. Schafer Date: 3-4-03  
Jim Schafer, Community Development Director

Approved By: Jon R. Austin Date: 03-04-03  
Jon R. Austin, City Manager



# City of Madison Heights

**City Hall Municipal Offices**  
300 W. Thirteen Mile Road  
Madison Heights, MI 48071

**Department of Public Services**  
801 Ajax Drive  
Madison Heights, MI 48071

**Fire Department**  
31313 Brush Street  
Madison Heights, MI 48071

**Police Department**  
280 W. Thirteen Mile Road  
Madison Heights, MI 48071

## **FIRE EXTINGUISHER REQUIREMENTS FOR RENTAL DWELLING UNITS**

**As of March 8, 2001, fire extinguishers are required in all rental dwelling units as provided in the City of Madison Heights Municipal Code as follows:**

### **“SECTION 705 FIRE PROTECTION EQUIPMENT**

**Section 705.1** All residential dwelling units which are offered for rent or lease, shall be equipped with a fire extinguisher with a minimum rating of 2A/10BC and meeting the requirements of the Fire Prevention Code of the City of Madison Heights. Any common tenant areas in multiple unit structures in which dwelling units are located, containing laundry equipment for tenant use, shall be equipped with a fire extinguisher with a minimum rating of 4A/10BC and meeting the requirements of the Fire Prevention Code of the City of Madison Heights. All extinguishers shall be permanently mounted. Licensed rental units in existence at the date of adoption of this ordinance shall be in compliance with the provisions of this Section at the time of the next scheduled inspection pursuant to Section 6-154 of the City Code”

Extinguishers are to be wall mounted in full view and should be located as close as possible to an outside exit. Questions should be directed to the Community Development Department at 248.583.0831.

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#### *Area Code (248)*

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City Assessor	583-0820	Fire Department	588-3605	Personnel	583-0828
City Clerk	583-0826	43rd District Court	583-1800	Police Department	585-2100
City Manager	583-0829	Housing Commission	583-0843	Purchasing	837-2602
Community Development	583-0831	Library	588-7763	Recreation	589-2294
Department of Public Services	589-2294	Mayor & City Council	583-0829	Senior Citizen Activity Center	545-3464
Finance	583-0846			Water & Treasurer	583-0845



**City of Madison Heights Community Development Department**  
**(248) 583-0831**

**RESIDENTIAL SMOKE ALARM REQUIREMENTS FOR EXISTING STRUCTURES**

Pursuant to Michigan Public Acts 64 & 65 of 2005, effective March 14, 2006, **all existing residential** structures must have smoke alarms no later than March 14, 2007, subject to the following:

**SECTION R313 SMOKE ALARMS**

**[F] R313.1 Smoke alarms.** Smoke alarms shall be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

When more than one smoke alarm is required to be installed within an individual dwelling unit the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual unit. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

All smoke alarms shall be listed and installed in accordance with the provisions of this code and the household fire warning equipment provisions of NFPA 72.

**[EB] R313.1.1 Alterations, repairs and additions.** When interior alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be provided with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired.

Exceptions:

1. Smoke alarms in existing areas shall not be required to be interconnected and hard wired where the alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space, or basement available which could provide access for hard wiring and interconnection without the removal of interior finishes.
2. Repairs to the exterior surfaces of dwellings are exempt from the requirements of this section.

**[F] R313.2 Power source.** In new construction, the required smoke alarms shall receive their primary power from the building wiring when such wiring is served from a commercial source, and when primary power is interrupted, shall receive power from a battery. Wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection. Smoke alarms shall be permitted to be battery operated when installed in buildings without commercial power or in buildings that undergo alterations, repairs or additions regulated by Section R313.1.1.

**R313.3. Smoke alarm locations in existing buildings constructed before November 6, 1974.** Within each dwelling unit or sleeping unit, a single-station smoke alarm shall be installed in the following locations:

1. In each sleeping room or each area directly outside the sleeping room.
2. On each floor level including the basement level.

For sleeping units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than 1 full story below the upper level.

**City of Madison Heights Community Development Department**  
**(248) 583-0831**

**R313.4. Equipment requirements.** The required equipment for smoke alarms shall consist of the following:

1. Installation. Smoke alarm devices shall be listed and installed in accordance with the manufacturer's installation requirements, the provisions of the code and the provisions of NFPA 72, which is adopted by reference in these rules. The standard is available for inspection at the Michigan Department of Labor & Economic Growth, Bureau of Construction Codes and Fire Safety, 2501 Woodlake Circle, Okemos, Michigan, 48864, or from NFPA, 1 Batterymarch Park, Quincy, MA, 02269-9101, at a cost as of the time of adoption of these amendatory rules of \$48.00.
2. Power Source. The equipment shall be operable by power from 1 of the following primary sources.
  - a. The building wiring provided that such wiring is served from a commercial source and is equipped with a battery backup. Wiring shall be permanent and without a disconnecting switch other than as required for overcurrent protection.
  - b. **A non-rechargeable battery that is capable of operating the smoke alarm in the normal condition for a life of 5 years.**
  - c. A rechargeable battery, with proper charging, able to power the alarm for a life of 5 years and shall be automatically recharged by an AC circuit of the commercial light and power source.
  - d. A household use alarm system with battery backup listed and approved in accordance with the household fire warning equipment provisions of NFPA 72, as referenced in Section R313.4 of the code.
3. Audible Alarm Notification. The activation of the alarm signal shall produce a sound that is audible in all occupiable dwelling areas.
4. Testing and Maintenance. The owner of a dwelling unit, in which required or optional fire detection or fire protection systems equipment is installed, shall be responsible for the proper operation, testing, and maintenance of the equipment in accordance with the manufacturer's instructions included with the equipment. The occupant of rental dwelling units shall be responsible for the periodic operational testing and periodic cleaning of the installed equipment within the rental unit in accordance with the testing instructions provided in the manufacturer's instructions for the equipment. If the system fails, breaks, or is out of service, it shall be repaired and functional within 30 days.

Exception: Smoke alarms and devices installed in buildings constructed before November 6, 1974 where an installation was approved by the appropriate enforcing agency under regulations in effect at the time of the installation shall comply with the provisions of the code.

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**CITY OF MADISON HEIGHTS  
COMMUNITY DEVELOPMENT DEPARTMENT  
LANDLORD LICENSING PROGRAM**

**RENTAL PROPERTY INSPECTION CHECKLIST**

The items listed below are a non-inclusive summary of what the Inspector will be looking for during the inspection. The property or unit will be checked for health, safety and items violating of the Property Maintenance Code.

**Exterior**

**Premises identification** - Buildings shall have approved address numbers placed in a position adjacent to the front door to be plainly legible and visible from the center line of the street. These numbers shall contrast with their background. Address numbers shall be Arabic numerals a minimum of 4 inches.

**Sanitation** - All exterior property and premises shall be maintained in a clean, safe and sanitary condition.

**Weeds** - All premises and exterior property shall be maintained free from weeds and shall be mowed to less than six (6) inches.

**Rodent harborage** - All structures and exterior property shall be kept free from rodent harborage and infestation.

**Accessory structures** - All accessory structures, including detached garages, sheds, fences and walls, shall be maintained structurally sound and in good repair to all city ordinances.

**Swimming pools** - Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

**Sidewalks and driveways** - All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

**Exterior Structure** - The exterior of a structure including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered and maintained in good repair, structurally sound, and weather tight. Cracked, broken or loose plaster; wood, aluminum or vinyl siding; decayed wood and other defective surface conditions shall be corrected.

**Foundation walls** - All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents, insects and other pests.

**Stairways, decks, porches and balconies** - Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

**Handrails and guards** - Every handrail and guard shall be firmly fastened and capable of supporting normally a 200 lb. lateral load and shall be maintained in good condition.

**Window, skylight and door frames** - Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

**Operable windows** - Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

**Insect screens** - Every door, window and other outside opening shall be supplied with approved tightly fitting screens and every screen door shall have a self-closing device in good working condition.

**INTERIOR STRUCTURE**

**General** - The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. Occupants shall keep that part of the structure which they occupy or control in a clean and sanitary condition. Every owner of a structure shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.

**Structural members** - All structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.

**Interior surfaces** - All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

**Stairs and walking surfaces** - Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

**Handrails and guards** - Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

**Interior doors** - Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.

**Heating** - Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms. Cooking appliances shall not be used to provide space heating to meet the requirements of this section. All heating equipment will require a cleaning and safety inspection conducted by a licensed mechanical contractor. You must submit the original copy of the City inspection form.

**Fireplaces** - All fireplaces require a visual safety inspection by a licensed contractor.

**Electrical system hazards** - All electrical services shall meet the minimum standards of the Madison Heights Property Maintenance Code. Where it is found that the electrical system in a structure is not in compliance or otherwise constitutes a hazard to the occupants or the structure by reason of improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard. Screw in fuses must be type S only.

**Receptacles** - Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. Every laundry area shall contain at least one grounded-type receptacle with a ground fault circuit interrupter. Every bathroom shall contain at least one outlet with ground fault circuit interrupter protection. Any outlets in the kitchen, within 6' of the sink, are required to have ground fault circuit interrupter protection. All painted switches and outlets will need to be replaced.

**Locked doors** - All means of egress doors shall be readily operable from the side from which egress is to be made without the need for keys, special knowledge or effort. (No keyed locks on bedroom doors).

**Emergency escape openings** - Required emergency escape openings shall be maintained in accordance with the code. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools.

**Smoke alarms** - To be provided per the MBC.

**Laundry tray (tub)** - secure to floor, vacuum breaker on threaded faucet.

**Outside faucets** - vacuum breakers on all exterior hose bibs.

**Kitchens** - Condition of sink / stopper, dishwasher (air gap on drain), walls, floors must be water tight.

**Bathrooms** - condition of water closet, shower stall, bathtub/ stopper, lavatory basin / stopper, stability of vanity, fan vented to the outside or operable window, floor, walls, ceiling, door.

**Dryer** - Gas or electric clothes dryers that require a vent to the outside shall be installed with metal flexible or ridged metal pipe, duct tape or clamp joints. Must be less than 25' in total length.

This is only a highlight of the items that may be listed for repair. All work that requires permits will be noted. A licensed contractor is required for all work on a rental until requiring permits. Homeowner permits may NOT be issued for rental properties. Any work found done without permits (no matter how long) will require a permit be issued and the appropriate inspections be completed. or the violation removed.