



**Community Planning & Development, Code Administration**

415 Stockbridge Avenue, Kalamazoo, MI 49001  
 Telephone: (269) 337-8026 FAX: (269) 337-8513  
 Information: [kzoorentalprogram@kalamazoocity.org](mailto:kzoorentalprogram@kalamazoocity.org)  
 Scheduling: [rentalinspections@kalamazoocity.org](mailto:rentalinspections@kalamazoocity.org)  
 Website: [www.kalamazoocity.org/rental-housing-inspections](http://www.kalamazoocity.org/rental-housing-inspections)

**APPLICATION FOR RENTAL REGISTRATION**

Please complete all information below, and sign where appropriate. **This form needs to be resubmitted whenever the owner and/or agent information changes.** All owners should verify with the City Assessor that the owner address is up to date by calling 337-8011. **BY SIGNING THIS FORM BOTH OWNER/AGENT ACKNOWLEDGE THEY HAVE READ "INFORMATION FOR RENTAL REGISTRATION" (over).**

**TYPE OF APPLICATION**                      **NEW RENTAL REGISTRATION:**                      **CHANGE OF ADDRESS/PHONE:**  
**CHANGE OF OWNER:**                      **CHANGE OF AGENT:**                      **CHANGE # UNITS:**

**1. PROPERTY INFORMATION**

<b>LEGAL PROPERTY ADDRESS</b> (per Assessing records)	
<b>LEGAL PROPERTY CCN#:</b> (if unknown, leave blank)	
<b>TYPE OF PROPERTY</b> (dwelling, apt. bldg., hotel, b&b, etc.)	
<b>TOTAL UNITS</b> (includes any owner occupied/vacant units)	
<b>NUMBER OF UNITS TO BE RENTED</b>	

**2. OWNER INFORMATION – (signing acknowledges you have read the back of this form)**

I acknowledge that it is my responsibility to schedule an appointment for a housing inspection and to complete all repairs necessary for the issuance of a Certificate of Compliance with the City of Kalamazoo Housing Code; that it is my responsibility to schedule any necessary reinspections and/or future certificate renewal inspections prior to expiration of the Certificate of Compliance; and that I have read the back of this form regarding information on the Rental Registration Program. [Owners may act as their own agent if they live in the approved local area, otherwise they must designate a local agent. The approved zip codes are listed on the bottom of this form.]

<b>OWNER</b> (please print clearly)		<b>DATE OF BIRTH</b>	____/____/____
<b>HOME ADDRESS</b>			
<b>CITY/STATE/ZIP</b>			
<b>PHONE NUMBERS</b>	<b>HOME:</b>	<b>WORK:</b>	<b>CELL:</b>
<b>E-MAIL ADDRESS</b>			
<b>ACTING AS OWN AGENT?</b>	YES <input type="checkbox"/> If YES, acting as own agent, <u>and</u> want to use a different mailing address (i.e. PO Box), please fill out 3. below NO <input type="checkbox"/> If NO, please designate local agent in 3. below.		
<b>I CERTIFY THAT THE FOREGOING IS ACCURATE AND THAT I HAVE READ THE BACK OF THIS FORM</b>	<b>SIGNATURE:</b>		<b>DATE</b>

**3. AGENT INFORMATION – (signing acknowledges you have read the back of this form)**

The following person has been designated as agent pursuant to Sec. 17-17 of the Kalamazoo City Code, and understands that, as local agent, they are responsible for ensuring compliance with the City of Kalamazoo Housing Code on behalf of the owner.

<b>AGENT</b> (please print clearly)		<b>DATE OF BIRTH</b>	____/____/____
<b>MAILING ADDRESS</b>			
<b>CITY/STATE/ZIP</b>			
<b>PHONE NUMBERS</b>	<b>HOME:</b>	<b>WORK:</b>	<b>CELL:</b>
<b>E-MAIL ADDRESS</b>			
<b>I CERTIFY THAT THE FOREGOING IS ACCURATE AND THAT I HAVE READ THE BACK OF THIS FORM</b>	<b>SIGNATURE:</b>		<b>DATE</b>

Approved Zip Codes: 49001-12, 49014-20, 49024, 49026, 49034-35, 49041, 49045-46, 49048, 49050, 49052-53, 49055, 49060, 49062, 49065-67, 49070-72, 49074, 49077-84, 49087-88, 49097 (if yours is not listed, call for more information)



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### RENTAL REGISTRATION INFORMATION (BACK OF FORM)

The following information is provided to make you, as the owner and/or agent of rental property, aware of requirements regarding the rental inspection program. A list of registered properties is maintained online at [www.kalamazoo.org](http://www.kalamazoo.org) (look for "Look Up Property Information": Rental Information Database)

**Fees:** The fee schedule is available at [www.kalamazoo.org/rental](http://www.kalamazoo.org/rental). The fee schedule for the Rental Inspection program changes periodically and is designed to encourage owners/agents to take greater responsibility to certify properties in a timely manner by providing overall cost savings for well maintained and managed properties. Qualifying properties **RENEWING** a certificate **MAY** be eligible for a 40 month Certificate of Compliance (standard certificate length is 28 months) and exceptionally maintained and managed properties may qualify for a 52 month certificate after a proven track record.

**Annual Registration:** An Annual Registration fee is billed on a pro-rated basis upon initial application and will be billed annually thereafter each spring. *Do not pay at time of application, you will be invoiced.*

**Certification Inspection Fees:** A fee is charged, by unit, for each inspection and reinspection necessary to certify a rental property. There is a significant cost savings to recertify property **PRIOR** to certificate expiration in that all inspections and reinspections that occur prior to certificate expiration receive a discount. This will require proactive planning by property owners. The city makes every effort to send out a **COURTESY** reminder to the owner or agent of record in plenty of time to comply with these time frames. There is also a NO SHOW charge for missed appointments. It is the property owner's responsibility to inform the tenants prior to the inspection. If you must cancel an appointment, please do so at least two days prior to the scheduled appointment, so the time slot can be filled. **Inspections and reinspections should be scheduled by calling 337-8026 or by emailing [rentalinspections@kalamazoo.org](mailto:rentalinspections@kalamazoo.org). Inspectors do not schedule their own appointments. If you have not kept your address up to date with the Rental Registration & Certification program, you may not receive the COURTESY reminder or other communications from the city.**

**Complaint Inspections:** If the City receives a complaint from a tenant, or a complaint from the neighborhood regarding yard trash, porch violations, housing conditions, etc., and an inspection results in a correction notice, a complaint inspection fee will be invoiced.

**Agent Requirements:** All properties must have a registered local agent. The agent must live, or have an office, within the approved zip code range on the front of this form. If the owner is acting as his/her own agent, the same zip code ranges apply. **Property owners and agents must keep their address current with the Rental Registration program AND with the City Assessor (337-8011).**

#### Acknowledgements - by signing the front of the application and submitting to the City:

- I/we acknowledge, as a rental property owner(s), that it is my/our responsibility to either act as agent or appoint a responsible local agent to ensure that the rental property is maintained and certified at all times.
- I/we acknowledge that it is my/our responsibility to inform the city, by resubmitting an Application for Rental Registration form, of any changes to the owner/agent's address, phone number or other information, and to provide any change of information regarding assignment of a local agent.
- I/we acknowledge, as owner, that it is ultimately my/our responsibility to ensure proper management of the property, even if I/we have a designated agent, and to complete all repairs necessary for the issuance of a Certificate of Compliance.
- I/we understand that renting a dwelling without a valid certificate is a misdemeanor offense and may result in Enforcement Letters and/or an Appearance Ticket issued via the Eighth District Court.

**DELAYING THE SCHEDULING OF INSPECTIONS AND/OR REINSPECTIONS TO THE POINT THAT YOU CANNOT BE PLACED ON AN INSPECTORS SCHEDULE PRIOR TO CERTIFICATE EXPIRATION IS NOT A VALID CONSIDERATION FOR AN EXTENDED LENGTH CERTIFICATE. PLEASE PLAN WELL IN ADVANCE. CALL 337-8026, OR EMAIL [rentalinspections@kalamazoo.org](mailto:rentalinspections@kalamazoo.org) TO SCHEDULE INSPECTIONS. REMINDER: YOU CAN RENEW UP TO 120 DAYS IN ADVANCE OF CERTIFICATE EXPIRATION**

**Important:** The city offers an inspection scheduling **GUARANTEE** in order to qualify for extended length certificates, but strict scheduling deadlines must be met. Information is available online at [www.kalamazoo.org/rental](http://www.kalamazoo.org/rental) and is mailed with all **COURTESY** notices approximately 120 days prior to certificate expiration.