



Rental Registration & Certification

Responsibilities of the Rental Property

Owner and Local Agent

It is the responsibility of the landlord to register all rental dwellings - including hotels, motels, residential cooperatives, bed and breakfasts, rooming houses and short term rentals – with the city. The owner must also designate a responsible local agent. In most cases, the owner may act as the local agent. However, if the owner does not live within the approved zip code ranges listed below, or does not want to manage the property, a responsible local agent must be designated.

The local agent will be responsible for ensuring conformance with the Housing Code (Chapter 17) and other related City Codes. All notices from the city regarding the rental registration program will be sent to the agent. The agent must ensure the property receives a Certificate of Compliance prior to leasing the property.

Approved Zip Code Ranges for Responsible Local Agent (agent must live or work within these zip codes, or if not listed, be appealed to the City for consideration).

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

The local agent is also responsible for keeping all contact information (including email addresses and phone numbers) current with the Rental Registration & Certification Program any time such information changes. Changes can be submitted online at www.kalamazoo.org/rentalregistration, or by completing a new Rental Registration Application form available on the website. If the owner moves, the City Assessor (269-337-8011) must also be informed. Address changes can be sent to the City Assessor via email to cokassessor@kalamazoo.org.

It is the responsibility of the local agent to schedule all inspections and reinspections for certification by calling 269-337-8026. Reminder notices about expiring certificates are **COURTESY ONLY**. The city makes every effort to send expiration reminders out up to 120 days in advance, but ultimately it is the owner or local agent's responsibility to know when certification renewal is necessary and schedule the required inspection.

The *Fee Schedule* for the Rental Registration & Certification Program changes periodically and is designed to encourage owners/agents to take proactive measures to manage and recertify properties. Qualifying properties renewing a certificate prior to expiration certificate **MAY** be eligible for a 40-month Certificate of Compliance. Exceptionally managed properties with a track record of compliancy **MAY** qualify for a 52-month certificate. See the website link "Rental Inspection Rules" for qualifying criteria.