



Community Planning & Economic Development

245 N. Rose St., Kalamazoo, MI 49007 Tx: (269) 337-8026 FAX: (269) 337-8513
 Info: kzoorentalprogram@kalamazoo-city.org Scheduling: rentalinspections@kalamazoo-city.org
 Website: www.kalamazoo-city.org/rental

APPLICATION FOR RENTAL REGISTRATION

This form must be submitted for initial registration and whenever any requested information changes. **BY SIGNING THIS FORM BOTH OWNER/AGENT ACKNOWLEDGE THEY HAVE READ "RENTAL REGISTRATON & CERTIFICATION INFORMATION" "BACK OF FORM" (over on paper registration or online).**

TYPE OF APPLICATION NEW RENTAL/NEW CONST: NEW RENTAL/EXISTING BLDG:
 CHANGE OWNER: CHANGE ADDRESS: CHANGE AGENT: CHANGE # UNITS: OTHER:

1. PROPERTY INFORMATION

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

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

Owner acknowledges ultimate responsibility for registration, inspection, certification, and assignment of local agent.

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

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.

AGENT (please print clearly)	DATE OF BIRTH _____		
If company, name of CEO/owner/president	DATE OF BIRTH _____		
AGENT ADDRESS			
CITY/STATE/ZIP			
PHONE NUMBERS	HOME:	WORK:	CELL:
E-MAIL ADDRESS			
I CERTIFY THAT THE FOREGOING IS ACCURATE AND THAT I HAVE READ THE BACK OF THIS FORM	SIGNATURE:	DATE	

RENTAL REGISTRATION & CERTIFICATION INFORMATION (BACK OF FORM)

Rental Registration: All rental properties must be registered by submitting this paper form or by completing registration online at www.kalamazoo.org/rentalregistration. Certificate holders are responsible for keeping EVERY PART of their rental registration updated by filing a new form or updating online as changes occur (address, email, phone number, etc.)

Local Agent Requirements: All properties must have a registered local agent. The agent must live, or have an office, within an hour's drive of Kalamazoo as determined by using Google Maps. If the owner is acting as his/her own agent, the same distance requirement applies.

Contact Information: Property owners, certificate holders and local agents must keep their address current with the Rental Registration program **AND** with the City Assessor (337-8011). Property owner and/or taxpayer address changes are only made by the City Assessor's office. Nuisance notices, which are city wide and not related to rental status, are sent to the owner/taxpayer of record.

Fees: The fee schedule is available at www.kalamazoo.org/rental. The fee schedule for the Rental Inspection program is designed to encourage owners/agents to be proactive in certifying properties in a timely manner by providing overall cost savings for well maintained and managed properties. All fees are invoiced.

- **Annual Rental Registration Fee:** An Annual Registration fee is billed on a pro-rated basis upon initial application and will be billed annually thereafter each spring. Billing period is April 1 – March 31.
- **Certification Inspection Fees:** A fee is charged, per unit, for each inspection and reinspection necessary to certify a rental property. There is a significant cost savings to recertify a property PRIOR to certificate expiration. Not only are certificates longer, but inspection and reinspection fees are discounted if they occur prior to expiration.
- **Complaint Inspections:** If the City receives a housing complaint from a tenant, or a nuisance complaint from the neighborhood (trash, herby location, junk auto, tall grass, etc.), and an inspection results in a correction notice, a complaint inspection fee will be invoiced.
- **Enforcement Fees:** Issued if property is not certified and has not been inspected and/or has an outstanding expired correction notice. Enforcement may be issued every 14 days when a property is not in compliance.
- **No Show for Inspection:** A no show fee is charged for missed appointments. Not having access (no keys, tenant not notified, etc.) is considered a no show.
- **Cancellation Fee:** A cancellation fee is charged for inspections cancelled withing 72 hours of the scheduled appointment.

Certificate Length: Standard certificates are 28 months. Qualifying properties **RENEWING** a certificate may be eligible for a 40-month certificate, and exceptionally maintained and managed properties may qualify for a 52-month certificate after a proven track record. Certain conditions must be met, which are outlined in the inspection rules available online.

Courtesy Reminder: The city makes every effort to send out a **COURTESY** reminder to the owner or agent of record. **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.**

Scheduling: It is owner/agent's responsibility to schedule inspections for certification. Appointments can be scheduled by calling 337-8026 or emailing rentalinspection@kalamazoo.org. It is the property owner/agents's responsibility to inform the tenants prior to the inspection. A tenant that is unaware of the inspection and refuses entry results in a no-show fee.

Certificate Guarantee: The city offers an inspection scheduling **GUARANTEE** in qualifying for extended length certificates, but strict scheduling deadlines must be met. The guarantee is available online at www.kalamazoo.org/rental and is mailed with all **COURTESY** notices approximately 120 days prior to certificate expiration. Delay in scheduling inspection and/or reinspection, to the point that an appointment cannot be placed on an inspector's schedule prior to certificate expiration, is not a valid reason to justify an extended length certificate. Please plan well in advance and read the **GUARANTEE** carefully.

Acknowledgements - by signing and/or submitting the rental registration application:

- I/we acknowledge we have read the **BACK OF FORM** about the Rental Registration and Certification Program
- 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.
- I/we acknowledge that it is my/our responsibility to inform the city, by resubmitting an updated 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.