



RENTAL INSPECTION DIVISION  
 11649 N. SAGINAW ST.  
 MT. MORRIS, MI 48458  
 (810) 686-2160 PH  
 (810) 686-7330 FAX

**RESIDENTIAL RENTAL DWELLING  
 UNIT REGISTRATION AND  
 INSPECTION APPLICATION**

**APPLICATION MUST BE FILLED OUT COMPLETELY**

<b>I. PROPERTY INFORMATION</b>			
ADDRESS		Mount Morris	Michigan
DISTRICT	PARCEL NUMBER		
<b>II. OWNER INFORMATION</b>			
NAME		FAX	
EMAIL ADDRESS		PH.	
ADDRESS	CITY	STATE	ZIP
DRIVER LICENSE #		DATE OF BIRTH	
<b>III. OWNER AGENT/ PROPERTY MANAGER INFORMATION</b>			
NAME		FAX	
EMAIL ADDRESS		PH	
ADDRESS	CITY	STATE	ZIP
DRIVER LICENSE #		DATE OF BIRTH	
<b>IV. TYPE OF UNITS</b>			
SINGLE FAMILY:		MULTI-UNIT:	
Number of accessory structures: _____		Fence on the property: _____	
Fence on the property: _____		Number of multi-unit buildings: _____	
		Number of units: _____	
<p><b>A registration and/or inspection fee must accompany this application. Upon inspection and approval by the Rental Inspection Division, a certificate will be issued.</b></p>			
<b>VI. E-MAIL</b>			
<p>If you would like to receive only emails in regards to your rental properties please check the box below. This includes: violation letters, certificates, applications, fee charts, etc... Please be aware that by checking the box it is now your responsibility to provide the city with any change in your email - it is also your responsibility to ensure you receive any emails the city sends.</p>			
<p><input type="checkbox"/> (CHECK BOX) I, the undersigned, agree to obtain any and all rental information from the city via email.</p>			
<b>V. SIGNATURE</b>			
<p>I, the undersigned, agree to obtain and pay for the City's safety and maintenance inspection of the above-referenced property and to obtain inspections to ensure the building is safe and well maintained.</p>			
<p>I, hereby acknowledge that <b>no certificate</b> will be issued by the City until all code requirements are met.</p>			

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner/Property Manager



## RESIDENTIAL RENTAL DWELLING UNIT REGISTRATION, AND INSPECTION APPLICATION

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One time Application Fee (required pursuant to Code Section 14.303)  
Set fee per parcel \$100.00 = \$ 100.00

Single Family  
\$60.00 per unit = \$ \_\_\_\_\_

Duplexes (2 units)  
\$115.00 per parcel = \$ \_\_\_\_\_

Multi-Family (3 or more units)  
Number of buildings \_\_\_\_\_ x \$100.00 = \$ \_\_\_\_\_  
Total Number of Units \_\_\_\_\_ x \$15.00 = \$ \_\_\_\_\_  
Multi unit discount per building \_\_\_\_\_ x \$30.00 = \$( \_\_\_\_\_ )

**Add totals column down and minus the multi unit discount  
(if applicable) for grand total.**

**GRAND TOTAL** \$ \_\_\_\_\_

Note: Re-inspection fees \$75.00 per building/structures (for lockouts, re-inspections, and all subsequent inspections as may be required to bring into compliance).

\*Late fee of \$75.00 will be assessed for any missed inspections.

Please make check payable to: City of Mt Morris

Mail application and check to: City of Mt Morris  
Rental Inspection Division  
11649 N Saginaw St.  
Mt Morris, MI 48458