



RENTAL INSPECTION DIVISION  
 11649 N. SAGINAW ST.  
 MT. MORRIS, MI 48458  
 (810) 516-0143 PHONE  
 (810) 686-7330 FAX

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

**APPLICATION MUST BE FILLED OUT COMPLETELY**

<b>I. PROPERTY INFORMATION</b>			
ADDRESS			
			PARCELNO.
<b>II. OWNER INFORMATION</b>			
OWNER		EMAIL ADDRESS	FAX NO.
NAME			TELEPHONE NO.
ADDRESS	CITY	STATE	ZIP CODE
DRIVER LICENSE NUMBER		DATE OF BIRTH	
<b>Note:</b> List additional owner's information on separate sheet and attach.			
<b>III. OWNER AGENT/ PROPERTY MANAGER INFORMATION</b>			<input type="checkbox"/> <b>SAME AS OWNER</b>
<b>OWNER AGENT/ MANAGER</b>		EMAIL ADDRESS	FAX NO.
NAME			TELEPHONE NO.
ADDRESS	CITY	STATE	ZIP CODE
DRIVER LICENSE NUMBER		DATE OF BIRTH	
<b>IV. TYPE OF UNITS</b>			
SINGLE FAMILY ONLY:		MULTI-UNIT ONLY:	
Number of accessory structures: _____		Number of multi-unit buildings: _____	
Fence on the property: _____		Number of units: _____	
<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>			
<b>V. SIGNATURE OF OWNER AND OWNER AGENT/ PROPERTY MANAGER FORM REQUIRED BELOW</b>			
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.			
I, hereby acknowledge that <b>no certificate</b> will be issued by the City until all code requirements are met.			

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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



# 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 completed application and check to:

City of Mt Morris  
Rental Inspection Division  
11649 N Saginaw St.  
Mt Morris, MI 48458