



NON-OWNER OCCUPIED CERTIFICATE CHECKLIST

The following checklist outlines the Non-owner occupied registration process. Please use this checklist as your guide to obtaining the landlord certificate required by City Ordinance.

I. APPLICATION FOR REGISTRATION

_____ **Complete the application provided.** Each address requires a separate application. Be sure to provide a valid e-mail address. All correspondence is sent by e-mail.

_____ **Submit the application,** and the required fee as calculated on the fee worksheet on the reverse side of this checklist, to the Highland Park Building Department. Please make the check payable to the City of Highland Park. **RENEWAL FEES MUST BE PAID AND INSPECTIONS COMPLETED PRIOR TO THE EXPIRATION OF THE CURRENT CERTIFICATE OR A LATE FEE WILL BE ASSESSED.**

II. INSPECTIONS

_____ **Schedule Initial Inspection:** After the Department receives the application and required fee, you are required to schedule a day and time for inspection of the property. Inspection and all required repairs must be complete by the renewal date. Please note: You, as the property owner, are responsible for making a good faith effort to obtain permission from the tenant for the inspection. Inspection times are scheduled between 9:00 and 2:30 p.m., Monday through Friday. There must be a responsible adult present at the property for the entire inspection. Furnace (all gas or oil fired heating units) inspections must be done by a certificated contractor, on the City form, within 90 days of certificate expiration date. The original signed form must be submitted, no copies or faxes.

_____ **Requirements:** There are handouts available for City of Highland Park requirements, such as smoke detectors. The responsible party must be a Michigan resident and live within fifty (50) miles of Highland Park. Any questions, please contact the Department at (313) 252-0050 x209.

_____ **Violations noted:** If Property Maintenance Code Violations are cited during the inspection, a copy of the inspection report will be e-mailed to the responsible party listed on the application detailing the repairs that must be completed. If you have any questions regarding the violations, please call the inspector listed on the report.

_____ **Correct any cited violations.** Please note that there will be a specific time frame in which the violations will need to be corrected. Before making any corrections, please review the inspection report carefully to determine if a licensed contractor is required to obtain a permit(s) for the repairs. If you have questions contact the inspector at (313) 252-0050 x209.

_____ **Schedule re-inspection if required.** You are required to schedule another inspection for the correction of the cited violations. Please schedule this inspection as soon as possible after repairs are completed. You will not be charged for the first re-inspection, but if the violations are not completed and another inspection needs to be scheduled, there will be \$75.00 re-inspection fee charged to the owner. You will be requested to provide permit numbers for any repairs that required permits to be pulled. **A \$75.00 fee is charged for all missed appointments.**

_____ **Final any permits.** Obtain final approval from the City Inspectors if permits were required.

III. LICENSING

_____ **Receive your Non-owner Occupied Certificate.** (Valid for one (1) year from the application date for new applications or the expiration date of the previous certificate).

_____ **This certificate process must be repeated every one (1) year.** We will attempt to send a courtesy reminder to you by mail sixty to ninety days prior to the current certificate expiration date, however **it is your responsibility to complete the re-registration process before your current certificate expires.**

FAILURE TO COMPLY WITH ANY PORTION OF THE ORDINANCE MAY RESULT IN LEGAL ACTION TO OBTAIN COMPLIANCE. *FEE CALCULATION WORKSHEET ON REVERSE SIDE*****



BUILDING DEPARTMENT
APPLICATION FOR RENTAL CERTIFICATE
 12050 Woodward Ave · Highland Park · Michigan · 48203
 Ph: 313.252.0050 ext. 209
 building@highlandparkmi.gov



NON-OWNER OCCUPIED PROPERTY ADDRESS: _____

TENANT: _____ PHONE NUMBER: (____) _____

OWNER(S) OF PROPERTY:*

RESPONSIBLE PARTY:** Same as owner

Name: _____	Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Home Phone: _____	Home Phone: _____
Work Phone: _____	Work Phone: _____
Driver's Lic. #: _____	Driver's Lic. #: _____
Date of Birth: _____	Date of Birth: _____

* List additional owner's information on separate sheet and attach.
 ** Responsible party must be a Michigan resident and live within fifty (50) miles of Highland Park. All correspondence is sent to the responsible party.

1 & 2 FAMILY ONLY:

One Family

Two Family

Certificate Fee:* \$ _____

MULTI-FAMILY per building:

Number of units in building _____

Certificate Fee: \$ _____

* I hereby certify that I am entitled to a waiver of inspection and fees as the property herein described is my residence and any additional unit is occupied by my:

- | | | | |
|---------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Son | <input type="checkbox"/> Daughter |
| <input type="checkbox"/> Spouse | <input type="checkbox"/> Sister | <input type="checkbox"/> Brother | |

I further understand that I may be required to provide proof of the relationship.

The correct certificate fee must accompany this application. Upon inspection and approval by the Building Department, a certificate will be issued. It is violation of the Ordinance not to notify this Department of a change in ownership or contact information.

Correspondence, correction notices and courtesy renewal notices are sent by e-mail. You must provide a valid e-mail address.

E-mail address _____

By signing this application I certify that I have read and understand the above and that all information is true to the best of my knowledge and I agree to e-mail notifications.

Signed by:

OWNER: _____ RESPONSIBLE PARTY: _____ DATE: _____

FOR OFFICE USE ONLY

Expiration Date: _____ Amount Paid: _____ Date Paid: _____ Clerk: _____ Cert. #: _____

**City of Highland Park
Non-Owner Occupied Certificate Program
12050 Woodward Ave.
Highland Park, MI 48203
(313) 252-0050 Ext. 209**

FURNACE/HEATING PLANT INSPECTION RECORD

PROPERTY ADDRESS: _____

Date Work Performed: _____

Contractor Name: _____

Contractor Address: _____

Phone: _____ Fax: _____

Contractor's State Certificate Number: _____

Technician's Name: _____

Technician's State Certificate Number (If applicable): _____

I hereby certify that I have operated and inspected all the gas and/or oil fired heating equipment at the above referenced address as follows:

1. Heat exchangers were visually inspected if accessible.
2. Carbon monoxide tests were performed in the discharge air plenum and in the immediate vicinity of the unit(s).
CO reading in plenum _____ In vicinity _____
3. All system controls and safety switches were inspected for proper operation.
4. 110v electrical system was inspected. On/off switch checked for proper operation.
5. All filters were inspected.

No deficiencies were found. All tests and equipment were within normal operating limits.

Technician's Signature

Date