



# City of Melvindale

## BUILDING DEPARTMENT

3100 Oakwood Boulevard • Melvindale, Michigan 48122  
(313) 429-1060 • Fax (313) 383-3993 • www.melvindale.org

Address: \_\_\_\_\_  
Certificate Number: CC \_\_\_\_\_ - \_\_\_\_\_  
Registered: Yes No

**APPLICATION FOR: CERTIFICATE OF COMPLIANCE & RENTAL REGISTRATION**  
THIS IS AN ADMINISTRATIVE INSPECTION INTENDED FOR CITY USE. THE CITY OFFERS NO WARRANTIES EXPRESS OR IMPLIED BASED UPON THESE INSPECTIONS AND WARNS THAT ADDITIONAL UNNOTICED VIOLATIONS MAY EXIST. (THIS INSPECTION IS NOT INTENDED TO TAKE THE PLACE OF A PRIVATE HOME INSPECTION.) **NOTE: THIS IS NOT A PERMIT FOR USE OR OCCUPANCY OF LANDS OR BUILDINGS.**

The undersigned hereby makes application for a Certificate of Compliance for rental property as herein described.

**TYPE OF INSPECTION:** \_\_\_\_\_ **Date Applied:** \_\_\_\_\_

X  Rental Ordinance **Location Address:** \_\_\_\_\_

**Building Use (circle):** Single-Family Multi-Family Other: \_\_\_\_\_

### PLEASE PRINT:

I, \_\_\_\_\_, the applicant, am the: (select one)

Owner  Responsible Local Agent  Tenant  Other \_\_\_\_\_ HEREBY AFFIRM that all the above statements are true to the best of my knowledge and belief, and that the provisions of all Ordinances applicable hereto will be strictly complied with.

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Driver License Number: REQUIRED Do not leave blank \_\_\_\_\_ \*\*Copy of Driver's License Required

Date of Birth: REQUIRED Do not leave blank \_\_\_\_\_

\*If you would like the inspector to schedule with the tenant directly please fill tenant name and number out below.

Tenant Name: \_\_\_\_\_ Tenant Number: \_\_\_\_\_

Registration Required with Re-Inspection

### RENTAL PROPERTY REGISTRATION

I fully understand the registration requirements, and implications required by Code of Ordinance, Sections 5-301 thru 5-318, pertaining to owning and renting of dwelling units and further agree that all notices, correspondence, violations and citations, as well as any other legal documents, may be served either to the owner or responsible local agent; and further agree to notify the Building Department upon the sale or transfer of the property, or change of responsible local agent; and further to comply with all ordinances and inspection requirements of the City of Melvindale, and to pay all associated fees and obtain a Certificate of Compliance as required.

**Legal Owner:** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Responsible Local Agent/Proxy:** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Building Department Use Only:  
 If Registration not required

Check here to pay online.

**RENTAL PROPERTY PROXY**

*To be filled out by owner only.* If you do not require a property manager or agent to manage your property on your behalf skip to the next section. If filled out by a property management company or agent please attach a copy of management agreement or POA.

Fill out the following required section if you would like to authorize another individual as your acting agent/proxy:

I, \_\_\_\_\_, the legal owner authorizes the following individual \_\_\_\_\_ to make decisions regarding the property located \_\_\_\_\_ on my behalf until the date: \_\_\_\_\_. I understand this authorization is only for up to 2 years from application date and will require renewal when the property is due for inspection. Reregistration will be required.

**Responsible Local Agent**

Contact Name \_\_\_\_\_  
Company: \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Primary Phone \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_  
Cell Phone \_\_\_\_\_ 24 Hour Contact # \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Drivers Lic. # \_\_\_\_\_

Or attach a copy of the following:

- Power of Attorney     Estate Executor     Proxy Letter     Property Management Contract

Required

ATTACH A COPY OF  
**OWNERS**  
DRIVERS LICENSE  
(REQUIRED)

ATTACH A COPY OF  
**PROXY/AGENT**  
DRIVERS LICENSE  
(REQUIRED FOR PROXY/AGENT ONLY)

**APPLICATION FEE:** \$ \_\_\_\_\_  
**REGISTRATION FEE (see back):** \$ \_\_\_\_\_  
**PAST DUE FEES (if applicable):** \$ \_\_\_\_\_  
**ADMINISTRATIVE FEE:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

**RESIDENTIAL RENTAL INSPECTOR - ANDY BOVAIR (313) 338-5135**

CERTIFICATE OF COMPLIANCE INSPECTION:  
*Single Family Residence:* \$180.00 *Two-family Residence:* \$250.00  
*Multiple Residential:* per building/common area \$180.00 Plus each unit: \$65.00.  
NOTE: Certificate of Compliance inspections may reveal violations that require a permit and additional inspection.

RENTAL REGISTRATION:  
*Single Family Residence:* \$35  
*Two and Multi-Family Residence:* \$35 for the first plus \$2 for each additional unit.