



# City of Melvindale

## BUILDING DEPARTMENT

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

Address:

### APPLICATION FOR RENTAL REGISTRATION

Location Address: \_\_\_\_\_ Date Applied: \_\_\_\_\_

I 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.

### PLEASE PRINT:

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

Owner  Responsible Local Agent  Tenant  Other \_\_\_\_\_.

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

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

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

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

Driver License Number: *REQUIRED Do not leave blank* \_\_\_\_\_

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

### 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 \_\_\_\_\_ on my behalf until \_\_\_\_\_. I understand this authorization is only for 2 years from application date and will require renewal when the property is due for inspection. Reregistration will be required.

#### Responsible Local Agent

Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_

Cell Phone \_\_\_\_\_ 24 Hour Contact # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Drivers Lic. # \_\_\_\_\_

#### REGISTRATION FEES:

- SINGLE FAMILY - \$35.00
- TWO FAMILY - \$37.00
- MULTIPLE UNITS - \$35.00 + \$2 Per Rental Unit

**\*\*\*\* Owners signature and ID required on back.**

CHECK FOR ONLINE APPLICATION

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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.

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Legal Owner:

\_\_\_\_\_  
Signature

Responsible Local Agent/Proxy:

\_\_\_\_\_  
Signature

ATTACH  
**OWNERS**  
DRIVERS LICENSE HERE

ATTACH  
**PROXY/AGENT**  
DRIVERS LICENSE HERE