



**CITY OF FARMINGTON HILLS  
SINGLE-FAMILY DWELLING RENTAL REGISTRATION APPLICATION**

This form must be completed by the owner of the residential rental property. If completed by someone other than the owner, the owner must complete the section authorizing the non-owner to act on their behalf. All sections must be completed or the application will not be accepted.

**A \$140 Registration Fee and Proof of Ownership must accompany this application.** Upon inspection and approval by the Dept. of Planning & Community Development, a Certificate of Compliance will be issued. Failure to notify this Department of a change in ownership is a violation of City Ordinance.

Please refer to the **Guide to Single-Family Dwelling Rental Certification Process** and **Exterior Maintenance & Inspection Checklist** forms attached and also available on the City website ( [Rental Inspection](#) ) for additional information.

1. PROPERTY INFORMATION				
Property Address*				
Proof of Ownership*		<b>Attach proof of ownership to application*</b>		
2. OWNER INFORMATION (all ownership information below must be completed)				
Owner's Full Name*				
If Corporation or Joint Ownership, give name of principal officer or Resident Agent including address of residence. If none, write N/A				
Business Name*				
Address of Owner's Residence*		Number and street name		
		City	State	Zip
Telephone*	Home#		Work#	
	Cell#			
Owner's Driver's License or State ID Number*				
Email Address*				
Mail Delivery Address* (if different from residence)	Number and street name		City	State Zip
3. SIGNATURE OF OWNER				
I, the undersigned property owner, agree to register the above-referenced property and pay for the City's safety and maintenance inspection. I also agree to obtain any required inspections, as provided by law, to ensure that the building is safe and well-maintained. I acknowledge that the City will not issue a certificate unless all code requirements are met. I have read the 'Guide to Single-Family Dwelling Rental Registration' and the 'Exterior Maintenance & Inspection Checklist' forms. By signing this application, I certify that all information provided in this application, and in support of this application, is true to the best of my knowledge.				
Owner Printed Name*				
Owner Signature*				Date*
<b><i>If you do not have a property manager for this property, write 'N/A' in step #4 and proceed directly to step #6.</i></b>				

**3A. AUTHORIZATION FOR PROPERTY MANAGER**

I, the undersigned property owner, hereby authorize the below-named Property Manager to complete and submit this form on my behalf, including any required registrations, payments, and actions related to the City’s safety and maintenance inspection.

Owner Signature*		Date*	
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**4. PROPERTY MANAGER INFORMATION (complete if manager is different from owner)**

Manager Name*	
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Business Name*	
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Address of Manager’s Business*	Number and street name		
	City	State	Zip

Telephone*	Home#		Work#	
	Cell #			

Property Manager’s Driver’s License or State ID Number*	
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Email Address*	
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**5. SIGNATURE OF PROPERTY MANAGER**

I, the undersigned Property Manager, acknowledge that I have the property owner’s authorization to complete and submit this form on their behalf. I agree to register the property for the City’s safety and maintenance inspection, pay the applicable fees, and obtain all necessary inspections to ensure that the building is safe and well-maintained. I understand that no certificate will be issued by the City unless all code requirements are met. I have read the ‘Guide to Single-Family Dwelling Rental Registration’ and the ‘Exterior Maintenance & Inspection Checklist’ forms. By signing this application, I certify that all information in this application, and in support of this application, is true to the best of my knowledge.

Property Manager printed name*	
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Property Manager signature*		Date*	
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**6. REGISTRATION FEE**

\$140 Registration Fee Payment*	For detailed payment instruction for both First-Time and Renewal registrations, please refer to the “Guide to Single-Family Dwelling Rental Certification Process” form.
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Contact us via email [RentalInspection@fhgov.com](mailto:RentalInspection@fhgov.com) or call (248) 871-2545  
 City of Farmington Hills – Planning & Community Development 31555 West Eleven Mile Rd. Farmington Hills, MI 48336

**## FOR OFFICE USE ONLY ##**

DATE RECEIVED	\$140 Fee Paid	Proof of Ownership Attached	All Info Entered in BS&A	All Paperwork Attached to Property in BS&A
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

\*Required Field