



## 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*	Number and Street Name		City, State	Zip Code
Proof of Ownership*	<b>Attach Deed To Property*</b>		Oakland County Register of Deeds: (248) 858-0606 or deeds@oakgov.com	
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. 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>If you do not have a property manager for this property, write 'N/A' in step #4 and proceed directly to step #6.</b>				

<b>3A. AUTHORIZATION FOR PROPERTY MANAGER</b>				
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*	
<b>4. PROPERTY MANAGER INFORMATION (complete if manager is different from owner)</b>				
Manager Name*				
Business Name*				
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*				
Email Address*				
<b>5. SIGNATURE OF PROPERTY MANAGER</b>				
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 acknowledge that no certificate will be issued by the City unless all code requirements are met. 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*				
Property Manager signature*			Date*	
<b>6. REGISTRATION FEE</b>				
\$140 Registration Fee Payment*			Renewal Registrations may be paid online at <a href="http://bsaonline.com">bsaonline.com</a> . First time and expired registrations must pay via mail or in person. Make checks payable to the "City of Farmington Hills" and mail all documents to: City of Farmington Hills - Building Department, 31555 W. Eleven Mile Rd. Farmington Hills, MI 48336.	
Contact us via email <a href="mailto:RentalInspection@fhgov.com">RentalInspection@fhgov.com</a> or call (248) 871-2545 City of Farmington Hills – Planning & Community Development 31555 West Eleven Mile Rd. Farmington Hills, MI 48336				
<b>## FOR OFFICE USE ONLY ##</b>				
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

Revised 08/2025