



CITY OF MOUNT CLEMENS

One Crocker Boulevard
Mount Clemens, Michigan 48043

FREQUENTLY ASKED QUESTIONS -ABOUT THE RENTAL PROGRAM

Why am I required to register my property?

As determined by the City Attorney's written opinion, any property (except owner occupied single-family residences) which is not occupied by the actual owner, and does not have 100% homestead status, is considered a rental property. (Owners of real estate may have only one homestead designation in the State of Michigan, even though they may own multiple residences.) Each rental unit in the City of Mount Clemens is required to be registered under the Rental Registration and Inspection Ordinance (816.200). The registration fee of \$60 is due annually on November 30th. This fee covers the cost of the initial inspection, a re-inspection if corrections are required and the issuance of the Certificate of Compliance. This ordinance is designed to ensure the general health, safety and welfare of citizens and to maintain safe conditions.

What is the purpose of an inspection?

The Michigan Housing Act mandates the inspections of all rental dwellings to aid in the provision of decent, safe housing within the community. An inspection will protect the property owner and minimize their liability, as well as the tenant's, when unsafe conditions do occur. As part of the inspection, the inspector will cite code violations. Correction of all violations is required before a certificate of compliance is issued. Although property may have been certified in the past but the codes may have changed or more importantly, the condition of the property may have changed.

What is the scope of the inspection?

The inspector uses the 2003 International Property Maintenance Code, as well as the other Residential Building Codes for the basis of determining code deficiencies. Copies of these codes are available for review at the local library or for purchase from the International Code Council (ICC) by phone or internet order. Health, safety and property maintenance are issues of concern to the Rental Registration Program.

What are some of the ways to prepare for an inspection?

Notify your tenant of the scheduled inspection. Arrange to have the furnace inspected by a licensed contractor for proper operation and adequate heat supply and forward a copy of the certified report to the City. Ensure that smoke detectors are installed in each bedroom on each level and in the basement. Walk the property for any trip hazards. Be sure that all hand rails and guardrails are secure around stairs and porches. Check that extensions are installed on all of the gutter downspouts. Look for flaking paint, scrape and repaint any exposed wood. Take a plug tester and check all plugs for proper functioning, check that the GFCI receptacles trip when tested. Lastly, have the property available for inspection one hour before and after the scheduled appointment time. This two hour window allows for any delays.

What is the timeline for the compliance process?

After the inspection, you will be sent a report by mail which indicates a list of the corrections requested. At that time, you will be given 60 days to make the repairs and schedule a re-inspection within that time. Once the re-inspection has taken place and all of the corrections have been verified, a Certificate of Compliance will be issued for the property. This certificate is only good until the next subsequent inspection or the request of that inspection by the City. Time extensions may be considered by the Program, at its discretion and based on the work being done and the time of year.

What is the appeals process?

You have the opportunity to dispute the findings of the inspector in writing, within 20 days of receipt of the report and after submitting the appropriate filing fee of \$125.00. The request would then be brought before the Construction Code Board of Appeals Committee. All parties would present their positions and a decision will be made by the Board at the hearing.

Are pre-sale inspections required?

A pre-sale inspection is not required under the ordinance; however, is a valuable tool for both the seller and purchaser.



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RENTAL PROPERTY REGISTRATION

DATE ___/___/___

RENTAL PROPERTY ADDRESS:
PROPERTY ID:

NUMBER OF BUILDINGS: _____ TOTAL UNITS: _____ RENTAL UNITS: _____

TYPE OF OWNERSHIP: INDIVIDUAL PARTNERSHIP CORPORATION

OWNER INFORMATION (P.O. BOX IS NOT ALLOWED UNDER RENTAL ORDINANCE)

*NAME: _____ *HOME TELEPHONE #: _____

*ADDRESS: _____ OTHER TELEPHONE #: _____ - _____

*CITY: _____ FAX #: _____ - _____

*STATE: _____ *ZIP CODE: _____ - _____

*DATE OF BIRTH: ___/___/___ *DRIVER'S LICENSE _____

REGISTERED AGENT INFORMATION (If applicable)

NAME: _____ TELEPHONE #: _____ - _____

ADDRESS: _____ FAX #: _____ - _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNED AUTHORIZATION SUBMITTED TO CITY ___ YES ___ NO (if no, submit authorization) If a change in registered agent occurs, please notify this office in writing.

I affirm under the penalty of perjury that the information contained in this registration is correct.

Signature of owner or registered agent _____

* Required fields. Registration will be deemed incomplete if all required information is not included and may be subject to late fees.