



# *City of Flat Rock*

DEPARTMENT OF BUILDING & SAFETY  
25500 Gibraltar Road, Flat Rock, MI 48134  
Telephone (734)782-0445 Fax (734)783-0304  
Office Hours 8:30 - 5:00  
John T. Russ, Director

## **NEW RENTAL PROPERTY INSPECTION ORDINANCE ADOPTED**

On October 6, 2008, the City of Flat Rock City council adopted a residential rental inspection ordinance, which now requires all residential rental properties to be registered and inspected for code compliance. The new ordinance is intended to help preserve property values and protects the health, safety and welfare of Flat Rock residents. Residential rental property inspections are slated to begin within the next 30 days. Upon successful completion of the inspection process a Certificate of Compliance shall be issued. The certificate is good for a period of five years provided ownership is unchanged.

Any owner of a rental dwelling or rental unit who shall fail to register their rental property or who shall fail to obtain a Certificate of Compliance for each rental dwelling or rental units shall be guilty of a misdemeanor.

Please complete the enclosed registration form and return it to the Building Department within thirty (30) days of receipt. Once your form is returned with payment you will be contacted to schedule your inspection. Inspection fees are listed on the enclosed sheet.

For additional information contact the Building Department or to view the Ordinance visit us online at [www.flatrockmi.org](http://www.flatrockmi.org).



# CITY OF FLAT ROCK BUILDING & SAFETY DEPARTMENT

## REGISTRATION OF RENTAL DWELLINGS & RENTAL UNITS PURSUANT TO ORDINANCE NO. 406 & 406 A

### PROPERTY DESCRIPTION:

Rental Property Address: \_\_\_\_\_ Date: \_\_\_\_\_  
(If single parcel contains more than one address please indicate on separate sheet of paper if necessary)

Parcel Number ID (Tax Id): 58- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ Single Family Residential

\_\_\_\_\_ Two Family Dwelling (Owner Occupied) \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_ Multiple Residential Occupancy

\_\_\_\_\_ Number of Units \_\_\_\_\_ Number of Buildings

### OWNER OF RECORD:

(Please list all Names, Addresses, Phone numbers, Drivers License Numbers and Date of birth of all owners)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

D.L. # \_\_\_\_\_ D.O.B. \_\_\_\_\_

### IF APPLICANT IS A PARTNERSHIP, NAMES AND ADDRESSES OF ALL PARTNERS:

(Include additional sheet if required)

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

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

City, State, Zip: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

D.L. # \_\_\_\_\_ D.L.# \_\_\_\_\_

**RESPONSIBLE LOCAL AGENT:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

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Authorization appointing a Responsible Local Agent, Signed by One or more of the Owners and the Responsible Local Agent:

I, \_\_\_\_\_, hereby appoint \_\_\_\_\_ as the individual legally  
**OWNER** **RESPONSIBLE LOCAL AGENT**

Responsible for operating the above registered rental dwelling or rental unit and said Agent shall also be responsible for providing access to such premises for making Inspections necessary to insure compliance with the terms of the City of Flat Rock Ordinance 406 & 406 A and all applicable codes and Ordinances adopted by the City of Flat Rock.

**Signed:**

\_\_\_\_\_  
**OWNER**

\_\_\_\_\_  
**RESPONSIBLE LOCAL AGENT**

**Responsible Local Agent:**

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

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

Phone # \_\_\_\_\_

I, \_\_\_\_\_ hereby swear or affirm that the aforementioned facts are  
**RESPONSIBLE LOCAL AGENT**

provided to the best of my knowledge. I further understand that I am to apply for a Certificate of Compliance with the Building & Safety Department and acknowledge that I have read and received a copy of the Ordinance requiring registration and obtaining of the Certificate of Compliance for all rental dwellings and rental units in the City of Flat Rock.

# Certificate of Compliance Application

Street Address: \_\_\_\_\_ Number of Units: \_\_\_\_\_ Date: \_\_\_\_\_

How units are identified – separate address, apt. #, etc...

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

.....

Street Address: \_\_\_\_\_ Number of Units: \_\_\_\_\_ Date: \_\_\_\_\_

How units are identified – separate address, apt. #, etc...

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

.....

Street Address: \_\_\_\_\_ Number of Units: \_\_\_\_\_ Date: \_\_\_\_\_

How units are identified – separate address, apt. #, etc...

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

.....

**OFFICE USE ONLY**

certificate of compliance for a violation of any code, ordinance or rule or regulation of the city. The certificate of compliance must be renewed every five (5) years at the department of building and safety.

**Sec. 18-507. Certificate of compliance application form and fee.**

(a) Applications for certificate of compliance shall be made in such form and in accordance with such instructions as may be provided by the director and shall include at least the following information:

- (1) Name, address and phone number of the owner(s).
- (2) Name, address and phone number of responsible local agent.
- (3) Address and number of units applied for under the certificate of compliance.

(b) The inspection fee for a certificate of compliance shall be Two  
Hundred Dollars (\$ 200.00 ) for each rental dwelling and Ninety  
Ninety Dollars (\$ 90.00 ) for each additional rental unit contained within the said rental dwelling.

(c) The renewal inspection fee every five (5) years for each rental dwelling shall be Two Hundred Dollars (\$ 200.00 ) and all additional rental units contained within that rental dwelling shall be Ninety  
Ninety Dollars (\$ 90.00 ) per unit.

(d) Multiple dwellings with more than twenty-five (25) units shall pay a minimum fee of Two Thousand Five Hundred Dollars (\$ 2,500.00 ) provided the city does not exceed twenty-six (26) hours for the team of inspectors. Additional hours beyond twenty-six (26) shall be charged at the rate of One  
Hundred and Twenty Dollars (\$ 120.00 ) per hour and the owners shall sign an affidavit indicating they will pay said fee or allow the fee to be assessed against said property.

LAW OFFICES

RUNOW  
ASSOCIATES PLLC

5342 Gibraltar Road  
MI 48134-1597

734-782-3277

Fax 734-782-2424

**NON – RENTAL AFFIDAVIT**

\_\_\_\_\_ being duly sworn says as follows:

\_\_\_\_\_ That I am the owner of the certain property located at \_\_\_\_\_, Flat Rock, Michigan since \_\_\_\_\_

\_\_\_\_\_ That I am aware of the City of Flat Rock Ordinance regulating the Registration and Inspection of Rental Dwellings Ordinance No. 406.

\_\_\_\_\_ That the premises at \_\_\_\_\_ Flat Rock, Michigan is not used as a rental, and will not be used as a rental dwelling in the future.

\_\_\_\_\_ That the premises at \_\_\_\_\_ Flat Rock, Michigan was sold to:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

\_\_\_\_\_ That I will comply with the requirements of Ordinance No. 406 immediately upon the entry of an oral or written lease for tenancy of the above – captioned premises.

\_\_\_\_\_ That failure to comply is in violation of Ordinance No. 406 and I made this affidavit for the purpose of securing a temporary exemption from the provisions therein.

In the witness whereof, under the penalties of perjury I hereby affix my signature this \_\_\_\_\_ day of \_\_\_\_\_ 2009.

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

STATE OF MICHIGAN, COUNTY OF WAYNE

On this \_\_\_\_\_ day of \_\_\_\_\_, 2009, personally appeared \_\_\_\_\_, Affiant in the above matter, who being duly sworn, deposes and says that (he/she) has read the foregoing affidavit of Non-rental by (him/her) subscribed, that (he/she) knows the contents there of and that the same is true of (his/her) own knowledge, except as those matters therein stated to be based upon information and belief, and as to those matters, he believes same to be true.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission expires