



Application for Registration
of Non-Owner-Occupied Residential Units

In accordance with Chapter 10 of the Codified Ordinances of the City of Eastpointe, the following application must be submitted to register Non-Owner-Occupied Residential Units:

PLEASE PRINT LEGIBLY:

Property Information
Property Address
Type of Residential Unit: ___ Single Family ___ Two Family ___ Multi-Family
Is the Unit Currently Occupied: ___ Yes ___ No
Name of Property Owner
Address of Property Owner
City State Zip
Phone E-mail
Date of Birth Michigan Driver's License

Occupant Information
Name of Occupant
Phone E-mail

Agent, Property Management, Responsible Party Information
Name of Applicant
Title of Applicant
Application's Relationship to Property(s)
Address of Applicant
City State Zip
Phone E-mail
Date of Birth Michigan Driver's License

APPLICATION WILL NOT BE ACCEPTED UNLESS ALL INFORMATION IS PROVIDED

A COLOR COPY OF VALID MICHIGAN DRIVER'S LICENSE MUST BE SUBMITTED FOR CERTIFICATION

Signature	
<p>I hereby attest that the above information is accurate and complete. I acknowledge responsibility for complying with the ordinances regarding non-owner-occupied residential units in the City of Eastpointe, and that all building, electrical, plumbing and fire codes must be met prior to occupancy in any property for which I am responsible.</p> <p>If the application is submitted by an agent, property manager or other responsible party, that individual must notify the city in writing if their management agreement is terminated.</p> <p style="text-align: center;">MANAGEMENT AGREEMENT MUST BE PROVIDED</p>	
Applicant Signature:	Date:
Print Name:	

Single Family, Duplex, Multi-family up to Ten (10) Units:	\$200.00 per unit / \$300 per duplex	
Late Fee (21-day grace period):	\$50.00 per unit	\$ _____
Eleven (11) or more Units:	additional \$100.00 per unit*	
Late Fee (21-day grace period):	\$50.00 per unit	\$ _____
Owner or Agent / Other Registration (each):	\$50.00	\$ _____
Failure to Certify Property within 120 days of expired Certificate:	\$300.00 per unit	\$ _____
	Final Amount Due:	\$ _____

This includes the registration fee, and first and second inspections; third and more inspections are \$150.00 each.

*The fees for multi-family are applicable when the inspections are done at the same time. Additional fees are charged if the units are inspected separately.

It is the responsibility of the property owners or agents to ensure that an adult is present at the scheduled time of inspection to allow entry. If the inspector arrives for an inspection and is not able to perform the inspection because no one is present, or if the occupant does not hear the inspector, a fee of \$100 will be charged to reschedule the inspection.

The property owner must reside within 50 miles of the city, or must designate a local agent who resides or does business within 50 miles of the city.

The city has no obligation to send notices regarding expiring certificates, overdue re-inspections, late fees, registration fees, etc. The owner or agent must keep track of the status of non-owner-occupied units.

Suspension or revocation of license:

The building official may suspend or revoke a license if it is determined that the person has failed to comply with this chapter, or any applicable city or state code or ordinances.

Action to enforce compliance with the codes and ordinances may include the city correcting the violation and charging the property owner the costs incurred plus 15%.