



City of Ann Arbor
Planning & Development Services
Rental Housing Inspection Division
100 N. Fifth Avenue
Ann Arbor, MI 48104
734-794-6264 rentalhousing@a2gov.org

*****Rental Housing Inspection Changes*****

Dear Owner/Agent,

On behalf of the City of Ann Arbor Planning & Development Services Unit, we are writing to inform you of several changes to our inspection scheduling process. These changes will allow us to schedule routine inspections using our new "TRAKiT" software, enabling housing staff to better respond to your specific inquiries. The following changes to our policy/procedures will directly affect you in regards to your rental property. These changes will take effect as of **Monday, Feb. 8, 2010:**

Initial Inspection Scheduling:

Certificates of compliance are valid for 30 months from the last certificate date. At that time our office will send you a letter notifying you of the date, time and inspector your inspection has been scheduled. Please be mindful, we are not able to change the inspector assigned to the inspection due to staffing levels and scheduling conflicts, however, to achieve consistency in the inspection process, re-inspections will be assigned to the same inspector performing your initial inspection.

Rescheduling an Inspection:

If you have a schedule conflict with the assigned inspection date/time, please immediately call the **City of Ann Arbor Rental Housing Inspection Division at 734.794.6264 or e-mail us at rentalhousing@a2gov.org**. Our office will try to accommodate your request for a new date and time so your property continues to meet the requirements of the City of Ann Arbor and the State of Michigan.

Cancellation and No-Show Policy:

If you need to cancel an inspection, please note the following policy: *Cancellations done less than 14 days prior to the inspection date will be charged a **\$51 cancellation fee/per scheduled time slot**. * If you or your agent fails to appear for your scheduled inspection, you will be charged a **\$98 no show fee/per scheduled time slot**.

We appreciate your understanding of our cancellation, no show policy and your cooperation with the process changes. Please feel free to contact our office with any questions or comments you may have.

Sincerely,

Planning & Development Services
Rental Housing Inspection Division