



CITY OF ANN ARBOR, MICHIGAN

100 North Fifth Avenue, P.O. Box 8647, Ann Arbor, Michigan 48107-8647

<http://www.a2gov.org>

Planning & Development Services - (734) 794-6267

Community Services Area

Dear Owner/Agent:

Our office is in the process of updating our rental property registration files. In order to accomplish this task, each owner/agent of rental property must submit a new registration form to our office **completed in its entirety prior to the initial inspection date**. A new certificate of compliance will not be issued until the completed form is filed with our office.

While completing the enclosed registration form, please note the following:

If the owner is representing himself/herself:

- Complete Sections 1, 2 and 4.
- Full date of birth must be given.
- If the owner of the property is listed as a company, corporation, LLC or other, name of a person and their full date of birth must also be submitted as the responsible party for that organization.

If the owner of the property is using a property manager (agent) as the responsible party for the rental property:

- Complete Sections 1, 2, 3 and 4.
- If the property manager (agent) is listed as a company, name of a person and their full date of birth must also be provided on the form as the responsible party for that organization.

If the rental property is an apartment complex:

- Complete Sections 1, 2, 3 and 4.
- Name (usually the property manager) with full date of birth must be given as the responsible party for the complex.
- For complexes with multiple buildings and/or phases, a single form with the addresses listed can be used for each phase.

Please remember to write legibly and sign the form. Failure to submit the enclosed form in its entirety will lead to the suspension of the certificate of compliance and the issuance of a court appearance ticket. Please note that if at any time the registration information changes due to owner and/or management changes, you are required to notify our office immediately.

If you have any questions regarding the registration of your rental property, please contact our office at (734) 794-6267.

Sincerely,


Mark D. Lloyd
Planning and Development Services Manager



Housing Bureau Phone (734) 794-6267
Fax (734) 994-8460

PROPERTY REGISTRATION FORM
(Housing Code, Chapter 105, Section 8:517)

Section 1

Property Address _____ Unit # _____
(please print)
Number of Owner-Occupied Dwelling Units _____ (as primary residence)
Number of Rental Dwelling Units _____

Section 2

Owner's Name _____ Date of Birth _____
(if owner is a corporation, name and address of registered agent shall be included as responsible party)
Owner's Address (required) _____
(PO Box is not acceptable) Zip _____
Daytime Phone Numbers _____
Email Address (optional) _____
Owner's Signature _____ Date _____

*****For rental property, if the owner does not reside or have an office within 25 miles of the City of Ann Arbor, the Housing Code requires that a local agent be registered for the property (Section 8:517)**

Section 3

Agent's Name _____ Date of Birth _____
Agent's Address (required if agent is required) _____
(PO Box is not acceptable) Zip _____
Daytime Phone Numbers _____
Email Address (optional) _____
Note: The agent agrees to take responsibility for all dealings with Planning & Development Services including inspections, corrections, and appearance tickets.
Agent's Signature _____ Date _____

Section 4

**Mail All Correspondence To (choose one): Owner Agent
Mailing Address If Different From Above (PO Box is acceptable): _____

Send Completed Form To:

**City of Ann Arbor
Planning & Development Services
100 N. Fifth Avenue, PO Box 8647
Ann Arbor, MI 48107-8647**