



CITY OF ANN ARBOR, MICHIGAN

Community Services Area
Planning & Development Services Unit
100 North Fifth Avenue, P.O. Box 8647,
Ann Arbor, Michigan 48107-8647
Phone: (734) 794-6264
Fax: (734) 994-8460
rentalhousing@a2gov.org

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 a rental property must submit a new registration form to our office complete 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.

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

If the **owner** is representing himself/herself:

- o Complete sections 1, 2, and 4.
- o **A full date of birth must be given.**
- o 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:

- o Complete sections 1, 2, 3, and 4.
- o If the property manager (agent) 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 rental is an **apartment complex**:

- o Complete sections 1, 2, 3, and 4.
- o Name (usually the property manager) with a full date of birth must be given as the responsible party for the complex.
- o 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 may 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 734-794-6264.

Sincerely,
Planning & Development Services
Housing Inspection Division



Housing Bureau Phone (734) 794-6264
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 _____

(PO Box is not acceptable)

_____ Zip _____

Daytime Phone Numbers _____

Email Address _____

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 _____

(PO Box is not acceptable)

_____ Zip _____

Daytime Phone Numbers _____

Email Address _____

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 ONLY one): Owner Agent

Mailing Address If Different From Above (PO Box is acceptable): _____

Send Completed Form To:

**City of Ann Arbor
Planning & Development Services
PO Box 8647
Ann Arbor, MI 48107-8647
or rentalhousing@a2gov.org**