

Charter Township of Clinton
Residential Rental Program
40700 Romeo Plank Road
Clinton Township, MI 48038

OWNER/AGENT CHECKLIST

The following checklist outlines the rental registration process. Please use this checklist as your guide to obtaining the Rental Registration Certificate required by Clinton Township Ordinance No. 357.

I. APPLICATION FOR REGISTRATION

- ___ Complete the Residential Rental Property Application provided.
- ___ Calculate the registration fee due, by completing the Inspection Fee Calculation Worksheet provided.
Make your check payable to the Charter Township of Clinton.

II. INSPECTIONS

- ___ After the Building Department receives the application and registration fee, the property owner will be responsible for obtaining permission from the tenant for the inspections. Inspection times are arranged during the hours of 9:30 a.m. to 12:00 p.m. or 1:00 to 3:30 p.m. Monday through Friday. There must be an adult present at the property for the entire time block to allow the Inspector to gain entry.
- ___ If Violations are cited, a copy of the inspection report will be sent to the property owner detailing the repairs that must be completed. If you have any questions regarding the violations, please call the Inspector listed on the report at 586-286-9323, between the hours of 8:30 and 9:30 a.m. or 3:30 and 4:30 p.m. Monday through Friday.
- ___ Review the violation list sent to you, and correct the cited violations. Please note that there will be a specific time frame in which the violations will need to be corrected. Before making any corrections, please review the inspection report carefully to determine if a licensed contractor is required to obtain a permit for the repairs. (See attached sheet – 2003 MI Res. Code, Sec.R105 Permits)
- ___ Schedule another inspection after the correction of the cited violations. You will not be charged for the re-inspection, but if the violations are not complete and another inspection needs to be scheduled, there will be a \$40.00 fee charged to the owner. You will be asked to provide permit numbers for any repairs requiring permits.
- ___ Obtain final approval from the Township Inspectors if permits are required.

III. CERTIFICATION

- ___ Once you have received final approvals from the Building Department, you will receive a Rental License, which will be valid for two (2) years from the date of the final approval..
- ___ After 2 years, this registration process must be repeated. You will be contacted by mail two weeks prior to the expiration date.

FAILURE TO COMPLY WITH ANY PORTION OF THE ORDINANCE WILL NECESSITATE LEGAL ACTION.