

# **EFFECTIVE JANUARY 1, 2017**

To: All City of Warren Landlords / Responsible Local Agents

From: City of Warren / Rental Inspections Office

Due to the large volume of Rental License Applications, the following policy will be effective January 1, 2017.

When submitting your Rental License Application, the following information **is mandatory or your application will be returned !!**

- Applications must be completed in full (date of birth, driver's license number, contact phone numbers for owner and Responsible Local Agent, signature of owner/responsible local agent.
- Copy of the Property Management Agreement **must be included with the Rental License Application.** Agent must reside within a fifty-mile radius of the City of Warren.
- Group Home registrations **must include current State of Michigan license.**
- Your check must have the rental property address noted in the lower- left hand corner of the check. Checks must be made payable to: **City of Warren.**
- **A late fee of \$25 must be included if your application is not received in our office by the renewal date.**
- Landlord/Tenant form must be included if the current rental property is **occupied.** You must submit a new landlord/tenant form with your application even if you have had the same tenant for years.

Note:

Multi-family units must submit landlord/tenant form for each unit and indicate on the form if it is for the upper, lower, east, west, south or north unit.

## **NO EXCEPTIONS!!**

Special Note:

If you are out of town or out of the country at the time of your renewal date, you must make arrangements so that your application and fee is received in our office by the renewal date or the late fee of \$25 will apply.

