CITY OF ROYAL OAK
BUILDING INSPECTION DEPARTMENT

Rental Application

211 Williams Street P.O. Box 64
Royal Oak, MI 48068-0064
(248) 246-3210

➪ **Reminder:**

Application Must Be **Fully Completed** in Order to be Processed.

ADDRESS(S) OF RENTAL PROPERTY_____

☐ **SINGLE FAMILY - $125** ☐ **DUPLEX - $200** ☐ **CONDOMINIUM UNIT - $75** ☐ **MULTIPLE*** (See Fee at Bottom)

Please be advised, City of Royal Oak Ordinance 556-4(A), Section 104.8 states:

(a) No person shall rent, lease, offer for rent or lease, or allow any residential unit or property to be occupied by a non-owner without first obtaining a license therefore.
(b) A residential rental license shall be issued by the Code Official if:
  (1) An application is submitted indicating the owner, the number of units and building for which application is sought, the type of units intended, and any other pertinent data sought by the Code Official.
  (2) An inspection is performed on the property sought to be licensed and all violations disclosed thereby are either corrected by the applicant or waived by the Code Official upon a showing of practical difficulty by the applicant.
  (3) All applications and inspection fees are paid.

I acknowledge that the information contained herein is true. I understand that all residential non-owner occupied properties located within the City of Royal Oak are required to be licensed and failure to license could result in the issuance of Civil Infraction Tickets and/or arraignment in the 44th District Court.

SECTION #1 - PROPERTY OWNER INFORMATION (PLEASE PRINT) – THIS SECTION MUST BE COMPLETED FOR PROCESSING
IF PROPERTY IS OWNED BY A CORPORATION, LLC, OR TRUST, YOU MUST ALSO COMPLETE SECTION #2.

OWNER NAME			DRIVERS LICENSE NO. (LEAVE BLANK IF OWNER IS CORPORATION, LLC OR TRUST)
OWNER MAILING ADDRESS	CITY	STATE	ZIP CODE
OWNER BUSINESS TELEPHONE NUMBER ( )	OWNER HOME TELEPHONE NUMBER ( )	OWNER CELL PHONE NUMBER ( )	
OWNER SIGNATURE		DATE	

SECTION #2 (PLEASE PRINT)

NAME OF RESIDENT AGENT OR TRUSTEE			RESIDENT AGENT/TRUSTEE DRIVERS LICENSE NO.
RESIDENT AGENT/TRUSTEE ADDRESS	CITY	STATE	ZIP CODE
BUSINESS TELEPHONE NUMBER ( )			
RESIDENT AGENT/TRUSTEE SIGNUATURE		DATE	

***MULTIPLE UNIT FEES: DO NOT USE THIS FORMULA IF RENTAL PROPERTY IS A SINGLE FAMILY, DUPLEX, OR CONDOMINIUM UNIT.**

Number of Units _____ X $25 fee per unit = $ _____

Plus Administrative Fee $ 200

Total Charge $ _____

Effective 6-16-09