



# City of Wyandotte

City Clerk's Office  
3200 Biddle Avenue  
Wyandotte, MI 48192  
Ph: (734) 324-4560  
Fax: (734) 556-3131

## RENTAL DWELLINGS/UNITS REGISTRATION APPLICATION

### SECTION 1

Address of Rental Dwelling: \_\_\_\_\_

Number of Units in Dwelling: \_\_\_\_\_

### SECTION 2

Names, Addresses, and Phone Numbers of ALL owners of the Rental Dwellings:

NOTE: A physical address MUST be listed. P.O. Boxes are not accepted.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

### SECTION 3 – IF YOU ARE NOT APPOINTING A RESPONSIBLE LOCAL AGENT, PROCEED TO SECTION 4.

Authorization Appointing a Responsible Local Agent:

RESPONSIBLE LOCAL AGENT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

I, \_\_\_\_\_ hereby appoint \_\_\_\_\_ as the individual  
OWNER (PRINT) RESPONSIBLE LOCAL AGENT (PRINT)

legally responsible for operating the above registered rental dwelling/unit and said Agent shall also be responsible for providing access to such premises for making the inspections necessary to ensure compliance with the terms of Chapter 31.1 of the Wyandotte Code of Ordinances and all applicable Codes and Ordinances adopted by the City of Wyandotte.

I, \_\_\_\_\_ hereby swear or affirm that the aforementioned  
RESPONSIBLE LOCAL AGENT (PRINT)

facts are provided to the best of my knowledge. I further understand that:

- I am to apply for a Certificate of Compliance with the Department of Engineering and Building
- I acknowledge that I have read and understand Chapter 31.1 of the Code of Ordinances, which requires the registration and attainment of the Certificate of Compliance for all rental dwellings/units in the City of Wyandotte.

**Copy of ordinance reference above can be requested by applicant at the City Clerk's Office or reviewed online at [www.wyandotte.net](http://www.wyandotte.net).**

Signed:

OWNER

RESPONSIBLE LOCAL AGENT

IMPORTANT: The above section MUST be signed by at least one of the owners **AND** the Responsible Local Agent **IN THE PRESENCE OF A NOTARY PUBLIC.**

**SECTION 4**

I, \_\_\_\_\_ hereby swear or affirm that the aforementioned  
OWNER(S) (PRINT)

facts are provided to the best of my knowledge. I further understand that:

- I am to apply for a Certificate of Compliance with the Department of Engineering and Building
- I acknowledge that I have read and understand Chapter 31.1 of the Code of Ordinances, which requires the registration and attainment of the Certificate of Compliance for all rental dwellings/units in the City of Wyandotte.

**Copy of ordinance reference above can be requested by applicant at the City Clerk's Office or reviewed online at [www.wyandotte.net](http://www.wyandotte.net).**

Signed: \_\_\_\_\_  
OWNER – MUST be signed in the presence of a Notary Public

Subscribed and sworn to me by \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Name of Notary Public

\_\_\_\_\_  
Signature of Notary Public

County of \_\_\_\_\_, MI  
Acting in the County of \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

**FEES:**

\$35.00 - NEW rental dwelling

\$15.00 – TRANSFER of a rental dwelling

Please make your check or money order payable to the City of Wyandotte and mail to:

**City Clerk's Office**

**Wyandotte City Hall**

**3200 Biddle Avenue**

**Wyandotte, MI 48192**

**DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY**

Rec'd By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Receipt #: \_\_\_\_\_

cc: Engineering & Building Department