



RESIDENTIAL RENTAL LICENSE APPLICATION

OFFICE USE ONLY

DATE RECEIVED: _____

NUMBER OF UNITS: _____

INSPECTION DATE: _____

NEW LICENSE _____ LICENSE RENEWAL _____ CHANGE IN LICENSE _____

RENTAL PROPERTY INFORMATION

RENTAL PROPERTY ADDRESS:

NAME OF COMPLEX (if applicable):

TYPE OF RENTAL PROPERTY: SINGLE FAMILY DUPLEX 3 or MORE UNITS (# of UNITS _____)

PROPERTY OWNER INFORMATION

INDIVIDUAL CORPORATION PARTNERSHIP COMPANY OTHER _____

(If multiple owners, attach list)

NAME(S):

MAILING ADDRESS:

PHONE/CELL:

E-MAIL:

PROPERTY MANAGER/CARETAKER INFORMATION

IS THERE A PROPERTY MANAGER/CARETAKER FOR THIS PROPERTY: YES NO If yes, please provide the following:

The Property Manager/Caretaker listed below is authorized to make or order repairs and/or service to the building, to provide required services necessary to protect the health, safety and welfare of the occupants or is able to contact the person so authorized.

NAME:

MAILING ADDRESS:

PHONE/CELL:

E-MAIL:

EMERGENCY (24-HOUR) PHONE NUMBER:

PRIMARY CONTACT PERSON IS: OWNER MANAGER/CARETAKER

RENTAL LICENSE RENEWAL INFORMATION SHOULD BE SENT TO: OWNER MANAGER/CARETAKER

LICENSING PROCESS

- Fill out this application completely.
- Enclose the appropriate license/inspection fee (see the fee schedule on the back of this application).
- Sign, date and return the completed application to City Hall.
- Contact Dan Murphy (City Building Inspection Services) 1-877-333-5620 to schedule an inspection of your rental property.
- Refer to the enclosed brochure for a checklist of items covered during the rental inspection.

I understand that it is my responsibility to submit all required information and fees and to obtain all necessary approvals prior to licensing. I further understand that, prior to licensing; an inspection of the property must be completed by the City of St. Clair Rental Housing Inspector. I acknowledge that it is my responsibility to operate and maintain the property in accordance with the requirements and standards described in the City of St. Clair Ordinance Code Chapter 13 Residential Rental Ordinance. I further acknowledge that if such requirements and standards are not maintained that I am subject to applicable sanctions and penalties.

APPLICANT SIGNATURE _____

DATE _____

RENTAL LICENSE/INSPECTION FEE SCHEDULE

LICENSE FEE:	\$ 25.00 per Building	\$
INSPECTION FEE:	SINGLE FAMILY	\$ 60.00
	DUPLEX	\$ 60.00
	MULTI-FAMILY	
	first 3 Units	\$ 60.00
	4 th Unit & thereafter	\$ 30.00 per Unit
RE-INSPECTION FEE:	\$ \$ 30.00	\$
TOTAL DUE		\$

OFFICE USE ONLY

INSPECTION DATE/TIME			
INSPECTION DATE:	INSPECTION TIME:		
FEES			
LICENSE/INSPECTION FEE:	<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK #	DATE:
RE-INSPECTION FEE:	<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK #	DATE:
INSPECTION			
INSPECTION:	<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL	DATE:
RE-INSPECTION:	<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL	DATE:
COMMENTS:			
LICENSE			
LICENSE NUMBER:			
DATE ISSUED:			
EXPIRATION DATE:			