

**Registration/Program Fees**

Application \$40.00  
New Registration \$300.00  
Renewal \$215.00  
Late Fee \$1,000/month  
Reinspection Fee \$50.00

**CITY OF SOUTHFIELD**  
**Department of Building & Safety Engineering**  
**26000 Evergreen Road • Southfield, MI 48076**  
**Telephone Number: (248) 796-4177**  
**propertycompliance@cityofsouthfield.com**

**Application for Registration/Renewal of Rental or Leased Dwelling**

**Please complete this application and return it by email to the email address listed above.**

**Property Information:**

Complete Address:

**Owner's information:**

Name:

Address:

Phone:

Email:

Driver's License #

**Owner's Designee/Property Management Company information:**

\*Must be completed if property owned by a business entity or owner resides more than thirty (30) miles from City of Southfield.

Name:

Address:

Phone:

Email:

Other Phone or Email:

**Tenant's information:**  Check this box if you would like the City to contact the tenant to schedule inspections.

Tenants will not receive any other communication or violation notices.

Name:

Phone:

Email:

Check this box if the registered property is marketed as a short-term rental and tenancy changes regularly.

As owner of record of the above referenced property, I hereby make application for registration of a rental or leased dwelling for said property pursuant to Southfield, Michigan Code of Ordinances *Title VIII – BUILDING REGULATIONS, CHAPTER 103, REGISTRATION REQUIREMENTS FOR RENTAL OR LEASED DWELLINGS, SECTIONS 8.501-8.514, AS AMENDED* and I hereby authorize a designated employee or agent of the City to inspect said dwelling in accordance with said Ordinance.

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Property owner's signature

Date