

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.

Property owner's signature_____
Date