

RENTAL REGISTRATION APPLICATION

CITY OF ROYAL OAK
COMMUNITY DEVELOPMENT - BUILDING DIVISION
203 S TROY, ROYAL OAK MI 48067
248-246-3210
building@romi.gov

ADDRESS OF RENTAL PROPERTY: _____

Will this property be used as a short-term rental (less than 30 days) at any time during the registration cycle? ☐ Yes ☐ No

FEE SCHEDULE	
<input type="checkbox"/> Condominium Unit	\$90.00
<input type="checkbox"/> Single Family Property	\$145.00
<input type="checkbox"/> Duplex	\$230.00
<input type="checkbox"/> Duplex – owner occupied (must provide copy of driver's license)	\$145.00
DO NOT USE THE FORMULA BELOW IF THE PROPERTY IS A SINGLE FAMILY, DUPLEX OR CONDOMINIUM UNIT	
<input type="checkbox"/> Multi-Family Property ONLY – 3 or more units Number of units _____ x \$30.00 per unit + \$230 administrative fee = _____ total amount due	

* Number of bedrooms: _____ Size of each bedroom: (1) _____ x _____ (2) _____ x _____ (3) _____ x _____ (4) _____ x _____
Maximum number of occupants to which you intend to rent the dwelling unit in any given rental period: _____
Number of off-street parking spaces: _____

* a separate spreadsheet will be necessary for ANY single family homes with more than four bedrooms, ALL multi-family properties, and ALL duplexes. A blank spreadsheet is available upon request.

PROPERTY OWNER NAME _____ DRIVER'S LICENSE NO. (Please provide a copy the driver's license) _____

ADDRESS (should match driver's license) _____ CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER _____ ALTERNATE PHONE NUMBER _____ EMAIL ADDRESS _____
☐ Check this box if owner resides within 30 miles of the City of Royal Oak and is acting as their own responsible party/local agent. Please note that if the property is owned by an LLC, Corporation or Trust, or if the owner does not reside within 30 miles of Royal Oak, information for a Responsible Party/Local Agent must be provided.

NAME OF RESPONSIBLE PARTY/LOCAL AGENT _____ DRIVER'S LICENSE NO. (Please provide copy of the driver's license) _____
(This must be a named individual person who resides within 30 miles of the City of Royal Oak)

ADDRESS (should match driver's license) _____ CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER _____ ALTERNATE PHONE NUMBER _____ EMAIL ADDRESS _____

I will equip the property with a carbon monoxide detector that may be battery-powered, plug-in with or without battery backup, wired into the property's AC power line with secondary battery backup, or connected to a system by means of a control panel.

I will ensure the property contains smoke detectors to comply with current code requirements.

I will ensure the property is equipped with one (1) Fire extinguisher per occupied floor of the dwelling.

I will not permit occupancy of any attic or basement or bedroom unless it has been constructed with recorded permits from the city and meets all of the requirements for occupancy under the Michigan Residential Code and Fire Code.

I will post the street address for the property in two prominent locations within the residential dwelling to assist any occupants in directing emergency services to the location.

I will not permit occupancy of the residential dwelling in excess of two occupants per bedroom plus two additional occupants per finished story meeting the applicable egress requirements for occupancy as established by the Michigan Residential Code.

SHORT TERM RENTAL (Less than 30 days)

I will maintain an insurance policy with \$1,000,000.00 or more liability insurance on the short-term rental property **and provide a copy of said policy to the City of Royal Oak.**

I will provide at least one copy of the City's Good Neighbor Policy, with address section completed, to the renters each time the dwelling unit is rented, along with trash pickup locations and times, property boundaries, on-site parking spots, limitations on visitors, common areas available for use by guests, and a copy of the City noise and nuisance ordinances.

By signing below

I ATTEST TO ALL OF THE LISTED REQUIREMENTS.

SIGNATURE OF PROPERTY OWNER (E-signatures are not accepted)

DATE

SIGNATURE OF RESPONSIBLE PARTY/LOCAL AGENT (E-signatures are not accepted)

DATE

I understand as the local agent that I am subject to tickets for violations regarding this property.