



DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

---

**Single-Family Rental Dwelling Registration,  
Safety and Maintenance Inspection Checklist**

The following checklist outlines the rental registration process. Please use this checklist as your guide to obtaining the Certificate of Compliance required by City Ordinance.

I. **APPLICATION FOR REGISTRATION**

- Complete the application provided.
- Submit the Application and Registration Fee**, to the City of Farmington Hills, Department of Planning and Community Development. Please make the check payable to the City of Farmington Hills.
- Required information shall include the name, address, telephone number and State Driver's License or State Identification Number of the owner(s) and any managing agent. The form must be signed by all owners and any agents.
- If an owner is a business entity other than an individual, the names, addresses and telephone numbers of corporation officers, partners, members and managers as applicable to the form of organization shall be listed. If such business entity has no substantial assets other than the dwelling unit to be registered and is controlled in whole or in part by one or more other business entities, then the name, address and telephone numbers of those entities and their officers, partners, members and managers shall be listed. Additional information may be attached to the application.
- All changes in the required information must be provided to the Department of Planning and Community Development in writing within thirty (30) days of the change.

II. **INSPECTIONS**

- Schedule Initial Inspection:** After the Department receives the application and required fee, the Department shall schedule and mail the registered owner or agent a notice of the date and time for all inspections of the property. **Inspection and all required repairs must be completed before a certificate of compliance can be issued.** Inspections are conducted as authorized by law and in accordance with the City Code.  
\* Please note the property owner or designated agent is responsible for obtaining access for the inspection and notifying the tenant of the inspection date by mail and posting at the entrance of the home at least 21 days prior to the scheduled inspection and notifying the tenant that the owner or agent is required to accompany the inspector during the performance of inspection.  
Contact the Planning and Community Development Department, Zoning Division at 248-871-2520 for inspection times.

- Requirements:** A handout of exterior items to be inspected is available. Contact the Department of Planning and Community Development at 248-871-2549 with questions.
- Violations noted:** If Property Maintenance Code Violations are cited during the inspection, a copy of the inspection report will be left with, or mailed to, the responsible party listed on the application detailing repairs that must be completed. If you have any questions regarding the violations, please call the inspector listed on the report.
- Correct any cited violations:** Please note that there will be a specific time frame in which the violations will need to be corrected. Before making any corrections, please review the inspection report carefully to determine if a licensed contractor is required to obtain a permit(s) for the repairs. If you have questions contact the inspector at 248-871-2549.
- Final any open Building permits.** Obtain final approval from the City Building Inspectors if permits were required.

III. **REGISTRATION / CERTIFICATE OF COMPLIANCE**

- Receive your Certificate of Compliance.** (Valid for three (3) years).
- This Registration / Certificate of Compliance process must be repeated every three (3) years. We will attempt to contact you by mail sixty (60) to ninety (90) days prior to the current license expiration date; however, it is your responsibility to complete the re-registration process before your current certificate of compliance expires.