

*City of Romulus*  
Department of Building & Safety  
12600 Wayne Road  
Romulus MI 48174  
734-942-7550  
[building@romulusgov.com](mailto:building@romulusgov.com)

**APPLICATION FOR INSPECTION AND REGISTRATION OF RENTAL PROPERTIES**

Date \_\_\_\_\_

Address of rental Property \_\_\_\_\_ Parcel ID # \_\_\_\_\_

Date of rental unit's last certificate of occupancy \_\_\_\_\_

Single Family Dwelling                       Multiple Family Dwelling-Number of Units \_\_\_\_\_

Commercial/Industrial Dwelling                      Number of Buildings \_\_\_\_\_ Number of Units \_\_\_\_\_

Type of Ownership                       Individual                       Partnership                       Corporation

**A. APPLICANT**

Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone #s \_\_\_\_\_

Driver's License # or State I.D. (attach copy) \_\_\_\_\_

Email Address \_\_\_\_\_

**B. OWNER OF RECORD (if owner is a partnership, LLC or corporation names and addresses of all partners and/or officers is required. A separate sheet may be attached.)**

Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone #s \_\_\_\_\_

Driver's License # or State I.D. (attach copy) \_\_\_\_\_

Email Address \_\_\_\_\_

Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone #s \_\_\_\_\_

Driver's License # or State I.D. (attach copy) \_\_\_\_\_

Email Address \_\_\_\_\_

**C. LESSEE INFORMATION**

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

**FEES:**

**INSPECTION FEE - \$200.00 (multi-tenant structures - \$200.00 for the 1<sup>st</sup> unit, \$37.00 each additional unit)**

**REGISTRATION FEE - \$150.00**

Inspection fees are in addition to registration fees. Please submit forms and a check made payable to the City of Romulus, to the Department of Building & Safety. At that time, an inspection shall be scheduled. The Department of Building & Safety is located at 12600 Wayne Road, Romulus MI 48174 office hours are Monday – Friday 8:00 a.m.-4:00 p.m., telephone # 734-942-7550.

- I acknowledge that the information, contained in this application is true and,
- I have obtained a copy of the housing quality standards from which my property will be expected to comply in order to be issued a rental certificate.
- I understand that all rental properties located within the City of Romulus are required to be registered every five (5) years and failure to register would constitute a violation of City Ordinance.
- I acknowledge that the inspection fee paid includes an initial and a final inspection and that if the inspector is locked out of the unit a \$49.00 reinspection fee will be due prior to any further inspections. There may be a \$49.00 reinspection fee charged if all repairs are not corrected on the final inspection.
- **Means of appeal of denial, suspension or revocation of certificate of compliance is stated in the City of Romulus Code of Ordinances, Chapter 8, Article VII, Section 8-248 (Ordinance No. 2017-021). Romulus Code of Ordinances is located on our website: romulusgov.com or you may obtain a copy by contacting the City of Romulus Department of Building & Safety at 734-942-7550.**

**OWNER/AGENT AFFIDAVIT**

**THE UNDERSIGNED** is the owner and/or owner's agent responsible for the rental property located at:

\_\_\_\_\_, \_\_\_\_\_  
Address Parcel Tax ID#

\_\_\_\_\_  
Signature of Affiant or Owner Print Name

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
A Notary Public in and for \_\_\_\_\_ County, Michigan.

\_\_\_\_\_  
Notary Public Signature  
My Commission expires \_\_\_\_\_, 20\_\_\_\_.

**CITY OF ROMULUS**  
**DEPARTMENT OF BUILDING & SAFETY**  
12600 WAYNE  
ROMULUS MI 48174  
734-942-7550  
[www.romulusgov.com](http://www.romulusgov.com)

**RENTAL STANDARDS**

ADDRESS: \_\_\_\_\_

**1. BUILDING – EXTERIOR**

Repair OK

- Broken windows
- Damaged or leaking roof gutters and/or conductors
- Defective chimney above roofline
- Rotted, broken or missing steps or porch members
- Debris rubbish, etc. including inoperable automobiles in yard
- Dilapidated sheds or garages on property
- Badly cracked masonry, tuck pointing required
- Deterioration of wood trim, damaged siding, etc.
- Drive way or service walk/City sidewalk
- Fireplace

**2. BUILDING – INTERIOR**

Repair OK

- Defective interior stairs, handrails, etc.
- Damaged floor, roof or ceiling joists, roof trusses, or rafters
- Evidence of leaking roof
- Defective or missing fire doors, hardware, fusible links, etc.
- Living quarters in basement area
  - Allowed     Not Allowed
- Defective vent pipe on water heater or furnace
- Defective or rotted flooring, particularly in \_\_\_\_\_  
(Specify Area)
- Peeling paint
- Damaged plaster, drywall or bath tiles

**3. PLUMBING**

Repair OK

- Drain stoppages
- Leaking pipes
- Leaking or defective fixtures
- Inoperative flushing mechanisms in water closet tanks
- Vacuum breakers installed on hose bibs or laundry tubs

*CITY OF ROMULUS*  
**RENTAL STANDARDS**

**4. HEATING**

Repair OK

- Furnace must be certified by a mechanical contractor licensed in the State of Michigan and registered with the City of Romulus; valid for six (6) months.
- Gas lines properly support and/or cap gas lines.
- Registers in place and free from defect.

**5. ELECTRICAL**

Repair OK

- All lights must be in good working condition (globes, lenses & bulbs)
- All receptacles must be clean of paint and in good working condition and gfi by sinks
- Smoke detectors shall be operable, able to be tested attached to a ceiling and have covers attached. Smoke detectors should be in every bedroom on each floor & carbon monoxide detectors outside bedroom hallway.
- Fuse boxes and panels shall be accessible and free of dust and dirt, and cannot be placed in bathroom or closet.

**Permits required**

- Building  Plumbing  Mechanical  Electrical

**No Violations found. Recommend 5 year certificate of compliance**

\_\_\_\_\_  
**Date of 1<sup>st</sup> Inspection**

\_\_\_\_\_  
**Inspector**

\_\_\_\_\_  
**Date of Final Compliance**

\_\_\_\_\_  
**Inspector**