

27600 Jefferson  
St Clair Shores, MI 48081

City of St. Clair Shores

586-447-3340  
586-445-4098 (fax)

# Registration of a Non-owner occupied property and Application for Certificate of Compliance

Date: \_\_\_\_\_

Rental Address: \_\_\_\_\_ Number of Units: \_\_\_\_\_

## OWNER INFORMATION-ALL INFORMATION IS MANDATORY

Name: \_\_\_\_\_ Are you an LLC: **YES** **NO** (circle one)

If LLC, what is the Officer's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

## AGENT/MANAGER INFORMATION (if applicable)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

## TENANT INFORMATION (if available)

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Day Phone: \_\_\_\_\_

x \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_  
Signature of: Owner Agent Printed Name Date

### MAKE CHECKS PAYABLE TO: City of St. Clair Shores

- Single Family - **\$150**/1st 3000 sq ft (ea add'l 1000 sq ft + \$10)
- Multiple Family - **\$150**/1st unit (ea add'l unit in same building + \$50)
- Fee includes original Inspection & one reinspection for compliance.
- Re-scheduled Inspection \$30 (No one at site at scheduled time \$30)
- Re-Inspection for Non Compliance at 50% of original fee

IF THE PROPERTY HAS BEEN SOLD, YOU MUST SUPPLY THIS DEPARTMENT WITH A COPY OF THE RECORDED LAND CONTRACT OR DEED TO HAVE YOUR NAME REMOVED FROM OUR RECORDS.

### OFFICE USE ONLY

- New
- Re-reg
- Assessing
- Scheduled

Date: \_\_\_\_\_