



Village of New Haven
Residential Rental Program
57775 Main St.
New Haven, MI 48048

OWNER/AGENT CHECKLIST

The following checklist outlines the rental registration process. Please use this checklist as your guide to obtaining the Rental Registration License required by New Haven Ordinance No. 408.

____ Complete the Residential Rental Property Application provided.

____ ATTACH A COPY OF YOUR DRIVER'S LICENSE

____ Calculate the registration fee due, by completing the Inspection Fee Calculation Worksheet provided.

Make your check payable to the Village of New Haven.

II. INSPECTIONS

____ After the Building Department receives the application and registration fee, the property owner will be responsible for obtaining permission from the tenant for the inspections. Inspection times are arranged during the hours of 9:30 a.m. to 3:00 p.m. Monday through Friday. There must be an adult (18 or over) present at the property for the entire time block to allow the Inspector to gain entry.

____ If violations are cited, a copy of the inspection report will be left on site or emailed to the property owner indicating needed repairs. If you have any questions regarding the violations, please call the Inspector listed on the report at 586-651-3373.

Review the violation list and correct the 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 for the repairs. (State Law requires all non-owner occupied Mechanical, Electrical and Plumbing, and some building project work to be done by a State licensed contractor).

____ Schedule a follow up inspection after the correction of the cited violations. You will not be charged for the re-inspection, but if the violations are not complete, or entry is not possible, another inspection needs to be scheduled. **There will be a \$75.00 fee charged to the owner.** You will be asked to provide permit numbers for any repairs requiring permits.

____ Obtain final approval from the Village Inspectors if permits are required.

III. CERTIFICATION

____ Once you have received final approvals, you will receive a Rental License, which will be valid for two years from the expiration date of your last rental certificate or if new, two years from the date of final inspection.

____ After 2 years, this registration process must be repeated. You will receive a courtesy letter prior to the expiration date. The renewed rental license will be valid for (2) years from the previous rental expiration date.

FAILURE TO COMPLY WITH ANY PORTION OF THE ORDINANCE WILL NECESSITATE LEGAL ACTION.

RESIDENTIAL RENTAL PROPERTY APPLICATION

Application required for each building.

Rental Property Address _____

Name of Condo/Apartment Site _____

Building # _____ Number of Rental Units Per Building _____

Crossroads _____

Type of Rental Unit:

☐ Single Family Home

☐ Detached Condo Single Family

☐ Duplex/Two Family Bldg.

☐ Attached Condo Single Family

☐ Apartment Bldg.

Date this address became a Rental Property

Occupant Name _____ Phone No. _____

Date of Inspection _____

Property Owner

By signing the application, you acknowledge responsibility for ensuring all furnaces and cooling units are functional, maintained, safe, in good repair by means of, at a minimum, an annual inspection by a licensed heating and cooling company. The installation of a UL2034 carbon monoxide alarm (as required by code) in the immediate vicinity of all bedrooms, the installation of a smoke detector on every floor, hallway leading to bedrooms and in every bedroom. Along with a visible fire extinguisher located in the home.

Print Name _____

Address _____

City _____ State _____ Zip Code _____

Driver's License # _____ Phone # _____

Signature _____ Email _____

(If the owner lives out-of-state, a property manager or someone who can travel to the property within a one-hour driving radius of the Village must fill out the Property Mgr./Resp. Party section.)

Please note: Failure to renew your rental registration within 45 days will result in a \$50 late fee per building.

Property Manager

This section is required; If it is the owner, write the same.

Print Name _____

Address _____

City _____ State _____ Zip Code _____

Driver's License # _____ Phone # 1. _____

Signature _____ Phone # 2. _____

Email _____

Please note: All renewal information will be emailed to the property owner.

Links to additional Ordinance information provided below.

- [Village of New Haven Residential Rental Ordinance](#)
- [NFPA 72 Smoke Alarm Placement](#)
- [Village of New Haven Inoperable Vehicles](#)
- [Blight](#)
- [Property Maintenance](#)
- <https://www.ul.com/thecodeauthority/knowledge/carbon-monoxide-alarm-codes>

Questions? Contact:

Fire Inspector iguerrero@newhavenmi.org

Building Department rhollis@newhavenmi.org

Code Enforcement codeenforcement@newhavenmi.org

1. Single Family Home

Number of single-family rental houses _____ x \$250.00 = \$ _____

2. Multi-Family Attached

Number of attached single-family rental condo units _____ x \$125.00 = \$ _____

3. Duplex/Two Family Building - \$250.00 per two-family building.

Number of two-family rental buildings _____ x \$250.00 = \$ _____

4. Apartment Building (Separate application required for each building)

Registration Fee Per Bldg. _____ \$120.00 = \$ _____

Units To Be Inspected _____ \$ 50.00 each = \$ _____

Refer to Fee Schedule

Apartment Building Total = \$ _____

FINAL TOTAL \$ _____

Note: Re-inspection fees per unit: Second re-inspection fee is \$100. Any inspection thereafter is \$200 per inspection.

If the owner occupies one unit of a two-family dwelling, please register the property as a single-family home in item #1. If duplex is located on two separate parcels, please register as two (2) single-family homes in item #1.

All applications must be submitted to the Village of New Haven Building Department.

For Office Use Only:

Certificate of Compliance Number _____

Receipt # and Date _____

Date Application Received: _____

Date of Completed Inspection: _____

Notes: