



City of Rochester

400 SIXTH STREET
ROCHESTER, MICHIGAN 48307
TELEPHONE (248) 651-9061
FAX (248) 651-2624
WWW.ROCHESTERMI.ORG

RENTAL PROPERTY REGISTRATION/OWNER SELF-INSPECTION FORM

Pursuant to Rochester City Code, Chapter 12, Article IX, Sections 251-261, owners of rental properties are required to inspect rental units at the time of initial registration as a rental property and at the time a rental unit is vacated by a tenant. After the inspection, this form must be filled out and submitted to the Rochester Fire Department before December 31, 2011 as an initial registration or before the rental unit is occupied by a new tenant. Please read the Property Inspection Checklist Guide for descriptions of each item to be inspected. If you have any question, please contact the Fire Department Code Compliance Division at 248-651-4470 or fdcode@rochestermi.org. Completion of this Form constitutes the owner's representation that all items have been inspected as required and that the information provided is accurate. Failure to comply with these requirements shall constitute a violation of Rochester City Code and may lead to the suspension of the Permit to Occupy for the rental property.

The City encourages completion and submittal of this form through the City website: www.rochestermi.org/rental

Part 1: Property Information

| | |
|---|--|
| Building Address: | Property Type (Single Family Home, Multi-Family, Duplex, and Condo): |
| Unit Number(s) Inspected (if applicable): | |
| Owner's Full Legal Name: | |
| Owner's Mailing Address: | |
| Owner's Telephone No.: | Owner's Email: |

| | |
|---|----------------------------|
| Full legal name of Property Manager or individual responsible for the property, other than the owner (if any): | |
| Mailing address of Property Manager: | |
| Telephone number of Property Manager: | Email of Property Manager: |
| Does the Property Manager have authority to enter and secure the premises? Explain any restrictions on Manager's authority with regard to property: | |

Date rental unit was inspected: _____

Registration Fee: \$0.00

Date rental unit was vacated (if applicable): _____

Part 2: Condition of Property

| <u>Inspection Item</u> | <u>Compliant</u> | <u>Not Compliant</u> | <u>Not Applicable</u> | <u>Remarks*</u> |
|--------------------------------------|------------------|--------------------------|---------------------------|-----------------|
| Address numbers | | | | |
| Evidence of blight | | | | |
| Chimney | | | | |
| Ingress & Egress | | | | |
| Door between living areas & garage | | | | |
| Fire separation | | | | |
| Fuse/circuit breaker panel | | | | |
| Usage of extension cords | | | | |
| Electric cover plates | | | | |
| Heating unit & water heating venting | | | | |
| Combustion air | | | | |
| Gas shut-off | | | | |
| Water heater discharge pipe | | | | |
| Smoke detectors | | | | |
| Window | | | | |
| Basement sleeping room requirements | | | | |

*Please attach additional pages to state remarks for any of the listed Inspection Item. **Remarks MUST be provided for any Inspection Item that is checked as either “Not Compliant” or “Not Applicable.”**

Inspection completed by: _____ Date: _____

Request for City Inspection

If a property owner is unable to determine the condition of their property, an owner may request the Fire Department Code Compliance Division inspect the property. The cost for the City to provide an initial or vacant unit inspection, at the request of the property owner, is **\$15.00** per rental unit. Make checks payable to “The City of Rochester.” If you would like the City to provide the inspection service, please complete the section below:

I, _____, as the owner of _____, request the City to inspect my rental property and complete the “Rental Property Owner Self- Inspection Form” as an alternative to me completing the self-inspection.

Part 3: Owner’s Certification

I certify under penalty of perjury the information contracted on this document is true and correct to the best of my knowledge. I have read the Property Inspection Checklist Guide and that the inspection was in compliance with that Guide. I understand that the City of Rochester may conduct its own inspection of the rental property to verify the accuracy of the information I provided. I understand that if the statements made in this document are false or otherwise not accurate, I shall be in violation of the Rochester City Code. Further, the Permit to Occupy for the rental property may be suspended.

Owner’s signature: _____ Date: _____

Owner’s name (printed): _____

Return to: Rochester Fire Department
277 E. Second Street
Rochester, MI 48307
248-651-4470
fdcode@rochestermi.org