

**KOCHVILLE TOWNSHIP**  
**RENTAL PROPERTY REGISTRATION FORM 7/1/2015 THRU 6/30/2017**  
**REGISTRATION FORM AND FEE DUE BEFORE 7/1/15**

<b>Part I. Rental Property Information:</b>			
<b>A.) Rental Property Address:</b>			
<b>B.) Tax Parcel ID Number:</b>			
<b>C.) Number of Dwelling Units:</b>		<b>D.) Number of Buildings with Dwelling Units:</b>	
<b>E.) Number &amp; Location of Parking Spaces on the Property:</b>			
<b>F.) If Tenants do not Park on Property, Where do they Park?:</b>			

<b>Part II. Owner(s) Information:</b>			
<b>A.) Owner Name(s):</b>			
<b>B.) Address:</b>			
<b>C.) City, State, Zip</b>			
<b>D.) Daytime Phone:</b>		<b>Alt Phone:</b>	
<b>E.) Email Address:</b> <small>(NOT REQUIRED)</small>			

<b>Part III. Local Agent Information:</b> (Local Agent required if owner(s) <u>do not live</u> in Saginaw County.)			
<b>A.) Local Agent Name:</b>			
<b>B.) Address:</b>			
<b>C.) Daytime Phone:</b>		<b>Alt Phone:</b>	
<b>D.) Email Address:</b> <small>(NOT REQUIRED)</small>			

<b>Part IV. Rental Property Inspection Checklist:</b>
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The Residential Rental Registration process requires landlords to certify that the units being registered comply with a minimum set of standards from the International Property Maintenance Code. This registration form includes these minimum standards in checklist form to assist you in reviewing the condition of your unit(s). The minimum standards represent the minimum safety requirements for certification.

Please note that you must maintain your property in compliance with all provisions of the International Property Maintenance Code, even those not listed on this checklist.

To view a copy of the International Property Maintenance Code online, visit the ICC web site at:  
<http://publicecodes.cyberregs.com/icod/ipmc/2012/index.htm>.

Biennial registration fees: Rental Home - \$50.00; Rental Complex - \$50.00 each complex. Fees paid after July 1st: \$100.00, Fees paid after August 1st: \$200.00. Please maintain a copy of this form for future reference. For your records, you may wish to have tenants sign documentation confirming that their unit complies with the items on the list.

**NOTE:** Failure to comply with this mandatory registration is a Civil Infraction punishable by a fine of 250.00.

## **Why do I need to register my rental unit(s)?**

In response to concerns expressed by the community regarding the general quality and safety of rental units, the township Board of Trustees explored and researched the need for ensuring compliance with property maintenance standards to provide for the health, safety and welfare of the occupants of rental units. The inspection checklist included in this registration allows us to provide the owner of their rental units some of the basic code requirements and items that may need attention to meet the code. Landlords may be subject to fees or other penalties if properties are not properly maintained. Please note that the Township's property maintenance regulations have been in place for many years and no new "maintenance" requirements have been added. The Township is pursuing compliance with a basic set of life/safety requirements to assure safe housing for renters in Kochville Township.

## **Is my property a residential rental?**

If the property contains a residential dwelling unit and the unit is not occupied by the property owner, the property is considered a residential rental property and must be registered. To be considered the property owner, the occupant of the dwelling unit must be named on the property title or deed. Vacant properties do not have to be registered. Note that an occupied property is considered a rental even if its occupant pays no rent to the owner.

## **Do I fill out a form for each building?**

Rental units located on a single parcel are registered on a single registration. Rental units located on separate parcels are registered separately. Rental registrations are required on a Biennial basis or when a property is sold and a new owner takes possession.

## **What if I don't return my forms?**

If the forms are not returned the property will not be registered. If the property is deemed an unregistered residential rental property, the Township may request an inspection of the individual units and common areas. Refusal of the request shall be a presumption that the individual units do not comply with the Township's Code requirements. Please note that property owners or agents who fail to return forms are still subject to all fees associated with the Residential Rental Registration Program. Fees increase according to a schedule adopted by the Township Board of Trustees and could include fees that would be charged for non-compliance with items included on the Rental Inspection Checklist.

## **What do I need to do if I'm purchasing an existing rental property or converting a house into a rental?**

If you purchase residential rental property that is to continue to be rental property, you must register the rental property as the new owner. If you have property that becomes rental property or if you are converting a building into a rental, you must register the residential property within forty-five (45) days of either the purchase of the property or the use of the property as a rental.

## **What if I change my address?**

You need to contact the Township to report any address changes for you or your local agent. The Township should be notified in writing of such address changes within ten (10) days of the change.

## **What if the residential property is not being used as a rental?**

If the residential property is no longer a residential rental property it must be "owner occupied" or "vacant". Please note on the form that the property is now "owner occupied" or "vacant" and sign, date and mail the form back to the Township.

## **I own a property but live outside Saginaw County.**

With the registration of your residential rental property, you must also name a local agent that is a resident of Saginaw County. The agent would act in your behalf to resolve any issues at the rental property. The agent would be authorized to also receive any notices regarding problems that may exist at the rental property.

## **When do I have to return my forms to the Township?**

2015-2016 forms must be completed, signed, dated and returned to Kochville Township at 5851 Mackinaw Rd., Saginaw, MI 48604, prior to July 1, 2015. Any previously non-rental units must be registered within 45 days of becoming a rental.

## **What are the fees?**

The fee for a timely returned rental registration is \$25/year, paid biennially (\$50.00 If paid prior to July 1st), after July 1st: \$100, after August 1st: \$200. (Complexes are per building)

## **Kochville Township Contact Information:**

Code Enforcement Department  
5851 Mackinaw Rd. Saginaw, MI 48604  
Phone: (989) 792-7596 ext. 117  
Email: [codeenforce@kochvilletwp.com](mailto:codeenforce@kochvilletwp.com)  
[www.kochvilletwp.com](http://www.kochvilletwp.com)

# Kochville Township

## 2015 Rental Inspection Checklist

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

<b>Fire Safety</b>	A minimum of one (1) smoke detector must be installed in each bedroom. Additional detectors must be installed in the immediate vicinity of bedrooms as well as at least one (1) on every floor, including basements.
	All sleeping areas must have a window with a clear opening width of not less than 20 inches in width, 24 inches in height, and with a total area of not less than 5.7 square feet or 5.0 square feet for grade floor. Basement sleeping areas must have at least one (1) egress window and cannot exceed 44 inches from the sill to the floor.
	Bars or screens placed over escape windows must be releasable or removable from the inside without the use of a key, tool, or greater force than is required to operate the window.
	All egress doors shall be readily openable from the side which egress is to be made without the need for keys, special knowledge, or effort.
	Flammable or other hazardous materials such as paints, oils, and cleaning fluids, or combustible rubbish such as wastepaper, boxes, and rags, must be stored in compliance with the Michigan Building Code.
	The means of egress from a structure including exits, stairways, doors, and any panic hardware installed thereon must be at all times maintained in a safe condition, available for immediate utilization, and free of all obstructions. Rubbish, garbage or other materials must not be stored or allowed to accumulate in stairways, passageways, doors, windows, fire escapes or other means of escape.
	Common halls and stairways in occupancies of three (3) or more residential units shall be lighted at all times with a minimum 60-watt incandescent light bulb (or equivalent) per 200 square feet of floor area.
	All fuel-burning equipment and appliances must be connected to an approved chimney or vent unless approved for unvented operation.

<b>Interior Building Safety</b>	All structures shall be kept free from insect, birds, bats, rodent, vermin, or any other pest infestation. The occupant of any structure shall be responsible for the continued pest-free condition of the structure except where an infestation is caused by a defect in the structure. In such cases, the owner shall be responsible. Where any rodents are found, they shall be promptly exterminated by approved processes not injurious to human health and measures shall be taken to prevent reinfestation.
	Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 65°F (18°C) in all habitable rooms and bathrooms. Cooking appliances, portable heaters, etc., shall not be used to provide space heating to meet these requirements.
	All interior stairs and railings shall be maintained in sound condition and good repair. Every handrail and guard shall be firmly fastened and capable of supporting the imposed loads.
	Handrails shall be provided on at least one side of each continuous run of treads or flight with 4 or more risers. The handrail height, measured vertically, shall not be less than thirty four (34) inches and no more than thirty-eight (38) inches above the nose of the tread. Balconies and landings shall have guards of not less than thirty six (36) inches above the walking surface.
	The size and usage of appliances and equipment shall serve as a basis for the electrical service capacity. All dwelling units shall be served with a minimum of a three-wire, 120/240 volt, single phase, electrical service having a rating at least sixty (60) amps.
	All structural support members shall be maintained free from deterioration and shall be capable of safely supporting the imposed live and dead loads.

<b>Plumbing Safety</b>	Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which shall be maintained in a sanitary, safe working condition. The kitchen sink shall not be used as a substitute for the required lavatory.
	All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks, and defects and be capable of performing the function for which such plumbing fixtures are designed.

*SEE NEXT SIDE FOR ADDITIONAL REQUIREMENTS*

Electrical Safety

Electrical defects which constitute a hazard to occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage shall be corrected to eliminate the hazard.

Extension cords and flexible cords shall not be used as a substitute for permanent wiring and shall not be extended through walls, ceilings, or floors, or beneath floor coverings.

All electrical junction boxes and electrical outlets shall be supplied with properly approved and installed covers. All three pronged outlets shall be properly grounded.

Every habitable space in a dwelling shall contain at least two (2) separate and remote receptacle outlets.

Every laundry area shall contain at least one (1) grounded-type receptacle or a receptacle with a ground-fault circuit interrupter. Every bathroom shall contain at least one (1) receptacle. Any new bathroom receptacle outlet shall have a ground fault circuit interrupter protection.

Exterior Building Safety and Sanitation

The exterior of a structure shall be maintained in good repair, structurally sound, and sanitary so as not to pose a threat to the public health, safety, or welfare. Window glass shall be free of cracks, breaks, or other defects.

All exterior surfaces and their respective treatments (roofing, siding, paint, varnish, etc.) shall be maintained in good condition and free from deterioration. All siding and masonry shall be maintained weather resistant and water tight. Metal surfaces subject to corrosion or oxidation shall be treated to prevent deterioration.

All foundation walls shall be free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

All chimneys and similar appurtenances shall be maintained structurally safe and sound and in good repair. All exposed surfaces shall be adequately protected from deterioration. All masonry and stone surfaces shall be free of cracked, broken, or loose materials and all joints must be maintained in good condition.

Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. Numbers shall be a minimum of Four (4) inches high with a minimum stroke width of one-half inch.

Every exterior stairway, deck, porch, and balcony and all appurtenances attached to it shall be structurally sound and maintained in good repair with proper anchorage and capable of supporting the imposed loads.

All exterior doors, door assemblies, and hardware shall be maintained in good condition. Locks at all entrances shall tightly secure the door.

All building exits, including fire escapes, shall be kept free of snow and ice and maintained in good and safe working order.

Guards shall be located along open-sided walking surfaces including stairs, ramps, and landings that are more than thirty (30) inches from floor or grade below. Guards along stairs must be a minimum of thirty four (34) and no more than thirty-eight (38) inches above the nose of the tread. Decks, landings and walking surfaces more than thirty (30) inches above the floor or grade below shall have guards of not less than thirty six (36) inches above the surface.

Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing it in an approved disposal container or facility. All exterior property and premises shall be free from any accumulation of rubbish or garbage. Landlords must make provisions for garbage disposal through providing trash containers to tenants or requiring tenants to purchase their own containers.

Part V. Certification of Compliance:

By signing below, we certify that the unit (or units) being registered have been inspected and fully comply with the requirements as listed on the checklist.

Submitted by: \_\_\_\_\_ Address: \_\_\_\_\_  
(please print)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(must be signed by owner or owner's agent)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_  
(for Township use only)