



Dear Property Owner:

Enclosed is the Landlord License Application and information regarding the fees for rented or leased properties. Please contact Sharon VanHorne, the City of Birmingham's rental coordinator to schedule your initial inspection. This is required to be scheduled within 30-days of application, as well as an inspection every two years from the initial inspection. Please note:

- The licensing period runs from April 15 to April 15 of each year.
- A license is held with the payment of an annual fee until such time an inspection is approved, to assure compliance with the City Code.
- Please call Sharon VanHorne at (248) 530-1845 if you have any questions regarding the inspection process.
- A floor plan is necessary showing the sizes of all bedrooms.
- A site plan is also necessary showing the the house, accessory structures and the length and width of driveway. (This is not required for apartment buildings and condominiums)

Sincerely,

Sharon VanHorne  
Community Development  
[svanhorne@bhamgov.org](mailto:svanhorne@bhamgov.org)



Date of Application: \_\_\_\_\_

## LANDLORD LICENSE APPLICATION

RENEWAL \_\_\_\_\_

NEW \_\_\_\_\_

Application is hereby made for Landlord License for:

Single Family \_\_\_\_ Half-Duplex \_\_\_\_ Duplex \_\_\_\_ Condo \_\_\_\_ Apartment \_\_\_\_\_

Exterior/Common Area \_\_\_\_ Number of Buildings \_\_\_\_ Number of Units \_\_\_\_\_

LOCATION \_\_\_\_\_

OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

MANAGER \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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

Is property a partnership or corporation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Legal entity of owner (corporation, partnership, other)

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### RATE SCHEDULE ON REVERSE SIDE OF THIS APPLICATION

An additional penalty fee of 50% of the annual fee is required if paid after April 15<sup>th</sup>.

Please make checks payable to: City of Birmingham, P.O. Box 3001, Birmingham,

Updated: 7/12/2018

Michigan 48012.



City of Birmingham  
Ordinance 1963  
Fees

Fees for Rented or Leased Premises:

First Unit: \$125.00

For properties containing more than one unit:

Add, per additional unit or common/exterior area, to the 1 unit fee: \$40.00

Addition re-inspection fee for rental properties requiring additional inspections:

\$75.00, plus \$25.00 for each additional unit beyond the first unit.

The fee shall be increased by 50 percent for any application received more than 30 days after the required renewal date.

**Please make checks payable to: City of Birmingham, P.O. Box 3001, Birmingham, MI 48012.**