

CITY OF BERKLEY

RENTAL LICENSE CHECKLIST

The following checklist outlines the rental registration process. Please use this checklist as your guide to obtaining the rental license required by City Ordinance.

1) APPLICATION FOR REGISTRATION

_____ **Complete the application provided.**

_____ **Submit the application**, and the required fee to the Community Development Department. Please make the check payable to the City of Berkley. **RENEWAL FEES MUST BE PAID AND INSPECTIONS COMPLETED PRIOR TO THE EXPIRATION OF THE CURRENT LICENSE.**

2) INSPECTIONS

_____ **Schedule Initial Inspection:** After the Community Development Department receives the application and required fee, you are required to schedule a day and time for inspection of the property. Rental inspections are done Monday through Friday between 9:30 am and 12:30 pm in ½ hour increments. There must be a responsible adult present at the property for the entire time block to allow the inspector to gain entry. Inspections can be scheduled by calling the Community Development Department at 248-658-3320 or by emailing us at building@berkleymich.net

_____ **Violations noted:** If Property Maintenance Code Violations are cited during the inspection, a copy of the inspection report will be sent to the responsible party on the application detailing the repairs that must be completed.

_____ **Correct any 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(s) for the repairs.

_____ **Schedule re-inspection if required.** You are required to schedule another inspection for the correction of the cited violations. Please schedule this inspection as soon as possible after the repairs are completed. You will not be charged for the first re-inspection, but if the violations are not complete and another inspection needs to be scheduled, there will be a \$30.00 re-inspection fee charged to the owner.

3) LICENSING

_____ **Receive your Rental License.** (valid for 2 years)

_____ **This licensing process must be repeated every two (2) years.** We will attempt to contact you sixty to ninety days prior to the current license expiration date, however it is your responsibility to complete the re-registration process before your current license expires.

FAILURE TO COMPLY WITH ANY PORTION OF THE ORDINANCE MAY RESULT IN LATE FEES AND/OR CODE ENFORCEMENT ACTION TO OBTAIN COMPLIANCE.