

KOCHVILLE TOWNSHIP
RENTAL PROPERTY REGISTRATION FORM 7/1/2015 THRU 6/30/2017
REGISTRATION FORM AND \$50.00 FEE DUE BEFORE 7/1/15

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

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

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

Part IV. Rental Property Inspection Checklist:

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>.

The Bi-Annual registration fee is \$50.00 and must be paid prior to July 1, 2015, to avoid late fees. For additional information concerning fees and/or for not complying with the mandatory registration requirement as provided for in **Section -----** of the Kochville Township Code of Ordinances, contact the Township Code Enforcement Department at (989) 792-7596, extension 117. Please retain a copy of the forms 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.

Kochville Township 2015 Rental Inspection Checklist

Address: _____

Fire Safety	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.
	Every sleeping room located below the fourth story and in basements must have at least one (1) openable window or exterior door adequate for emergency escape or rescue or have access to not less than two (2) approved independent exits.
	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.

Interior Building Safety	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.
	Stairs having more than four (4) risers shall have a handrail on at least one (1) side of the stair located between thirty (30) and forty-two (42) inches above the nose of the tread or walking surface. Open portions of a stair, landing, balcony, deck, ramp, or other walking surface which are more than thirty (30) inches above the floor or grade below shall have guards of at least thirty (30) inches in height above the walking surface unless exempted by the Michigan Building Code.
	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.

Plumbing Safety	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.
	Stairs having more than four (4) risers shall have a handrail on at least one (1) side of the stair located between thirty (30) and forty-two (42) inches above the nose of the tread or walking surface. Open portions of a stair, landing, balcony, deck, ramp, or other walking surface which are more than thirty (30) inches above the floor or grade below shall have guards of at least thirty (30) inches in height above the walking surface unless exempted by the Michigan Residential Code.
	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: _____	
<i>(please print)</i>		
Date: _____	Signature: _____	
	<i>(must be signed by owner or owner's agent)</i>	
Received by: _____	Date: _____	Fee: _____
<i>(for Township use only)</i>		