

ANNUAL LANDLORD BUSINESS LICENSE APPLICATION

AND

RESIDENTIAL RENTAL UNIT REGISTRATION FOR GROSSE POINTE PARK

ONLY ONE (1) Business License and fee per landlord required

APPLICATION FEE MUST ACCOMPANY APPLICATION

Fee \$25.00 before 01-01-17

Fee \$50.00 after 01-01-17

Fee \$75.00 after 02-01-17

Owner Information:

Name: _____ Birthdate: _____

Address: _____

Address

City

State

Zip

Telephone: _____

(Include Area Code)

Complete the following ONLY if owner is a partnership or corporation:

Name of Principal Owner: _____

Address: _____

Legal entity of owner (corporation, partnership, other)

Manager Name: _____

Telephone: _____

(Include Area Code)

Application to be applied toward Rental Units listed below:

Location: _____

Location: _____

Location: _____

Location: _____

IF YOU NEED MORE SPACE FOR YOUR RENTAL UNITS MAKE COPIES OF THIS PAGE

Application is made for:

ADDRESS _____

**Please designate each unit (example - 1N, 2N, 1S, 2S, APT.1, 2, 3, 4)
Designation for each unit is REQUIRED**

Number of Bedrooms For Occupancy Load	1 st unit _____	Unit Designation for 1 st unit _____
	2 nd unit _____	Unit Designation for 2 nd unit _____
	3 rd unit _____	Unit Designation for 3 rd unit _____
	4 th unit _____	Unit Designation for 4 th unit _____

ADDRESS _____

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MANDATORY BACKGROUND CHECKS:

- (a) Landlord Business License holders shall perform a background check on all persons 18 years of age or older who newly occupy a Rental Unit starting on the effective date of this Ordinance, whether or not the person(s) has a signed lease. This requirement shall not apply with regard to persons already occupying a given Rental Unit prior to December 6, 2013.
- (b) Background checks as reference here shall include, at a minimum the following:
 - (1) A report from the Federal Bureau of Prisons Inmate Locator (www.bop.gov);
 - (2) A report from the Offender Tacking Information System maintained by the Michigan Department of Corrections (www.mdocweb.state.mi) and
 - (3) A report from the Sex Offender Registry and the National Sex Offender website maintained by the United States Department of Justice (www.nsopw.gov).

Owners are encouraged but not required to obtain additional background information the Owners deem appropriate, including, but not limited to, credit checks.