

Frequently Asked Questions

1. **What was the purpose in creating such an ordinance?**

A: The Township recognized the need for an organized inspection and registration program for rental units in order to ensure rental units meet all applicable building, existing structures, fire, health, safety and zoning codes, and to provide an efficient system for compelling landlords to correct violations and maintain, in proper condition, rental property within the Township. The safety of the tenants is paramount.

2. **What properties are required to be registered with the Township?**

A: All rental properties, that are multi-family structures, need to be registered. The registration needs to be renewed **every third year**. This also includes any properties where an owner may live, but rents out rooms to an individual(s).

3. **What is the cost to register a property?**

A: The cost to register a property is \$15.00 per unit. Registration of a rental unit shall be effective for three (3) years. All registrations shall expire three (3) years from the date of issuance of a Certificate of Compliance.

4. **What is the cost for inspections?**

A: The cost for inspections is \$70.00 per building plus \$70.00 per each unit. After approved inspections of buildings and units, this registration shall be effective for three (3) years. All registrations shall expire three (3) years from the date of issuance of a Certificate of Compliance.

5. **How often will a unit be inspected?**

A: Each unit shall be inspected once every three (3) years. If a unit is in compliance, that unit will have its next inspection waived. If a complaint is filed with the Township and found to be valid, therefore making said unit not in compliance, the following inspection shall not be waived. Newly constructed rental units will have their first inspection waived. Each unit must be registered however. It is not true that a unit has to be inspected every time a tenant changes.

6. **Are there any properties exempt from inspection?**

A: New rental units that have been issued a certificate of occupancy after October 15th, 2000, shall be exempt from the initial inspection. If a valid complaint is not filed regarding the rental unit within the three years following the waived initial inspection, then the next inspection of the rental unit shall also be waived.

7. **Are there exemptions for registration of a unit?**

A: No. All units must be registered once every three (3) years at the Township Office with the Department of Community Services. The registration form may be obtained at the Township Office, or online and mailed to the Township or dropped off.

8. What is the process for registering a unit?

A: A registration form and a tenant information form must be filled out, signed and returned to the Department of Community Services. Forms may be obtained online, however forms will not be accepted unless they are signed. Email-ed forms will not be accepted. A form may be mailed or faxed to you upon request. The forms must be accompanied with the appropriate registration fee. It is \$15.00 for initial registration per unit, and \$15.00 for each unit every three (3) years thereafter for those that are in compliance.

9. What is the basis for inspections?

A: 1. A complaint is received indicating that there is a violation of the standards or provisions of any Ordinance adopted by the Township or any state law.

2. An observation by the Department of Community Services or Township Staff, Brownstown community Policing Officers, Brownstown Township Fire Chief, or Wayne County Sheriff's Department, of a violation of the standards or the provisions of any Ordinance adopted by the Township or any state law.

3. A report or observation that a dwelling unit is unoccupied and unsecured or is damaged by fire.

4. The registration or renewal and certification of a rental unit as required by the Rental Housing Ordinance No. 303.

5. The need to determine compliance with a notice or an order issued by the Township.

6. An emergency observed or reasonably believed to exist.

7. A request for an inspection by the property owner.

8. Requirements of law where a dwelling is to be demolished by the Township or where ownership is to be transferred to the Township.

10. Will an owner receive notice for scheduled inspections?

A: Yes. For regular, inspections, an owner will receive a reminder notice 60 days in advance. All appointments need to be made with Department of Community Services. If any subsequent inspections are required, a reminder notice will not be sent.

11. **Are there penalties involved?**

A: Yes.

1. If at any time an inspection is scheduled and the owner or responsible local agent fails to appear, an inspection fee shall be assessed against the owner and /or the responsible local agent, and no inspection shall be completed until the inspection fee is paid in full.

2. If violations are found on any unit, and repairs are not made, a municipal civil infraction may be issued; subject to the procedures and sanctions contained in Ordinance No. 302 & 229-12. Increased civil fines may be imposed for repeat violations within a twelve (12) month period.

12. **What happens when a transfer of ownership occurs?**

A: When there is a transfer of ownership on any rental unit, and a current certificate of compliance exists, then the inspection shall be waived. If there is not a current certificate of compliance, then an inspection shall be conducted within thirty (30) calendar days following the notification of the transfer of ownership as required by Section 4C of the Rental Housing Registration Ordinance No.303. The Rental Housing Inspector needs to be notified and a new registration form needs to be filled out within 60 days of transfer of ownership, as well as notifying residents in each unit. If a transfer of ownership occurs and there is a current certificate of compliance on file, then the new owner will only have to pay the registration upon the expiration of the current registration. It will still be required that the new owner fill out a new registration form.

13. **Can a unit be occupied without a certificate of compliance?**

A: No. No person shall lease, rent, occupy, or otherwise allow a rental unit within the Township to be occupied without first registering the rental unit, an inspection is completed where required, a certificate of compliance shall be issued and posted on the premises, and all imposed fees are to be paid in full.

14. **Are permits required?**

A. Yes, IF a violation(s) is noted during any inspections that require a licensed contractor to bring unit/building into compliance. NOTE: Permits are ALWAYS required for the replacement of any appliance such as water heater, furnace, air conditioning, and if structure changes are being made. If there is ever a question or a doubt regarding permits please call our office.