



CITY OF GROSSE POINTE WOODS

20025 Mack Plaza Drive

Grosse Pointe Woods, Michigan 48236-2397

BUILDING DEPARTMENT

Phone 313.343.2426/Fax 313.343.2439

\$150*

**Landlord Registration & Application
For Certificate of Approval - Rental Property**

Rental Property Address: _____

Number of Units (if applicable): _____ **Residential:** _____

.....
OWNER INFORMATION

Name: _____ Date: _____

Address: _____

City/State/Zip: _____

Drivers License #: _____ DOB: _____

Day Phone#: _____ Evening #: _____ Cell # _____

E-mail: _____

.....
REGISTERED AGENT INFORMATION

Designation of Registered Agent Form Required

Name: _____

Address: _____ e-mail: _____

City/State/Zip: _____

Drivers License #: _____ DOB: _____

Day Phone#: _____ Evening #: _____ Cell # _____

E-Mail: _____

Landlord Registration & Application Cont'd

ADDRESS: _____ DATE: _____

ALL TENANT INFORMATION

NAME	PHONE #	MINOR	ADULT

Signature of: _____

Owner Agent Print Name _____ Date _____



Residential Fees:

- *Single Family. \$150.00
- Multiple Family (3+ units). . . . \$150 + \$60 for each unit
- Re-Inspection Fee \$75.00**

**NOTE: Initial Fee includes one (1) Original Inspection and one (1) Re-Inspection for Compliance.



*****All non-owner occupied properties should verify tax exemption status by contacting Grosse Pointe Woods City Assessing at 313-343-2452**

If the property has been sold, you must PROVIDE the Building Department with a copy of the Recorded Land Contract or Deed to have your name removed from our records.