



CITY OF GROSSE POINTE WOODS

20025 Mack Plaza Drive
Grosse Pointe Woods, Michigan 48236-2397
BUILDING DEPARTMENT
Phone 313.343.2426 – E-mail: building@gpwwi.us

Application Fee: **\$175***

Landlord Registration & Application For Certificate of Approval - Rental Property

Rental Property Address: _____

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

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OWNER/LANDLORD INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Driver's License #: _____ DOB: ____/____/____

Day Phone#: _____ Cell # _____

E-mail: _____

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REGISTERED AGENT INFORMATION

Designation of Registered Agent Form Required

Name: _____

Address: _____

City/State/Zip: _____

Driver's License #: _____ DOB: ____/____/____

Day Phone#: _____ Cell # _____

E-mail: _____

ALL TENANT INFORMATION

NAME	PHONE #	MINOR	ADULT

Signature of: _____ /_____/_____

Owner

☐

Agent

☐

Date

Residential Fees:

*Single Family. \$ 175.00

Multiple Family (3-5 Units) \$ 175.00 + \$60.00 (for each unit)

Multiple Family (5-10 Units). . . . \$ 400.00

Re-Inspection/Lockouts Fee . . . \$ 75.00**

Re-Inspection for Non-Compliance \$ 100.00

NOTE: Initial Fee includes one (1) Original Inspection and one (1) Re-Inspection for Compliance. Homeowner/Agent driver's license MUST be provided with application.

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.