

Notice to all Dearborn Heights Landlords and Tenants

On the following pages you will find the Dearborn Heights Rental Ordinance. This ordinance has been in effect since November of 1995. This ordinance requires all rental homes to be registered with the city, and to be inspected upon any change in occupancy.

If this ordinance applies to you, please take a few moments to read over the following information in order to better understand the Rental Program.

ALL Rental Homes **MUST** be registered as a rental with the City of Dearborn Heights. There is a one-time fee of \$50 associated with this registration. From this point forward the home will be registered under the current owner, and may be rented unless a change of ownership takes place. If the home-owner changes, and the intended use of the property is still a rental, the new owner must register the home in their name.

All Certificate of Occupancies are valid for as long as the tenant, whose name appears on it, still occupies the dwelling. If however, the tenant changes, a new Certificate of Occupancy **MUST** be ordered.

Please follow the instructions below for scheduling Certificate of Occupancy inspections:

- > Submit a completed Certificate of Occupancy application, plus the \$200 fee to the City of Dearborn Heights Building Department, to schedule an initial home inspection.
- > Once the initial inspection is completed, these reports are valid for 6 months, and all necessary repairs should be completed within this time frame.
- > Upon completion of the work, a re-inspection should be scheduled.
- > If, for any reason, an inspector is unable to enter the premises at the time of appointment, a re-inspection fee may be required to finalize inspections.
- > Once all the inspection reports are finalized, a Certificate of Occupancy will be issued in both the landlord and tenant name.
- > This set of inspections and Certificate of Occupancy are valid for one occupancy **ONLY**.
 - ❖ If the tenant moves out, this process should be re-started for a new tenant.

YOU MUST HAVE A NEW INSPECTION EVERY TIME YOU CHANGE TENANTS, REGARDLESS OF HOW LONG THEY HAVE BEEN LIVING THERE!

- > If your rental property is already occupied without a Certificate of Occupancy, You must immediately supply the Building Department with a copy of the "Carbon Monoxide Test" for the furnace. At this point you will have 30 days to complete the inspection. You must call us back within this time frame to schedule re-inspections for the work done.
- > If inspections are not completed within the allotted time period, the applicant may be subject to re-application and new inspections.

If you have any questions regarding rental inspections, please feel free to call the building department at 313-791-3470 to receive assistance in answering questions and concerns.