



CITY OF FARMINGTON HILLS GUIDE TO SINGLE-FAMILY DWELLING RENTAL CERTIFICATION PROCESS

This guide outlines the steps to obtain a Rental Certificate of Compliance for a Single-Family Rental Dwelling, ensuring that **the exterior of the dwelling** complies with the City Code of Ordinances Chapter 7, Article VIII and the 2015 International Property Maintenance Code (IPMC).

1. REGISTRATION

A. Application

- Complete the [Single-Family Dwelling Rental Registration Application](#) and submit to RentalInspection@fhgov.com. The form is a fillable PDF, and the information **must be typed** to ensure legibility. All forms also available on the City's website under [Rental Inspection](#).
- If Owner is not using a Property Manager, write 'N/A' in step #4 and proceed to step #6. Payment

B. Requirements

- Proof of ownership is required and must be attached.
- All fields must be completed or the form will not be accepted.
- Email addresses for both the owner **AND** the property manager must be provided, as **this is the primary method of communication**.
- If an owner is a Corporation or Joint Ownership, give name of principal officer or Resident Agent including address of residence.
- Review the [Guide to Single-Family Dwelling Rental Certification Process](#) and the [Exterior Maintenance & Inspection Checklist](#), both of which contain specific information about completing the application and the property inspection.
- Notify the Department of any changes within 30 days.

C. Rental Registration Payment Instructions

Submit a \$140 fee via one of the following methods:

Option 1: Online Payment via BSAonline.com

For Renewal Registrations:

1. Login to BSAonline.com.
2. Enter the rental property address.
3. Select the **Building Department** tab.
4. The property record will display the "Amount Due" box on the right, showing the \$140 registration fee.
5. Click **Pay Now**.
6. Complete the payment via credit or debit card (a 3% processing fee applies).
7. The property record will automatically update with the fee status, marking it as "Paid" and the Amount Due should now be \$0.
8. An invoice/receipt will generate for your records.

For First-Time Registration:

1. Submit your completed rental registration application via email to RentalInspection@fhgov.com.

2. Once reviewed and approved, city staff will enter the application into BS&A, activating online payment for the property.
3. After staff approval, follow the steps outlined under the **Renewal Registration** section above to complete the payment online.

Option 2: Payment by Check

For First-Time or Renewal Registration:

1. Complete the rental registration application (fillable PDF or typed).
2. Submit the completed application and payment to one of the following:
 - **Email:** Send to **RentalInspection@fhgov.com** and mail payment to:
City of Farmington Hills – Planning & Community Development
31555 West Eleven Mile Rd., Farmington Hills, MI 48336
 - **Mail:** Send the completed application with check payment to the address above.
 - **In Person:** Bring the completed application and payment to the Planning & Community Development Department at City Hall.

2. INSPECTION

A. Scheduling:

- Upon receiving the completed form, proof of ownership and payment, the Department will schedule the inspection of the exterior and notify the owner/agent by email.

B. Owner/Agent Responsibilities:

- Provide access to the property for the exterior inspection.
- Notify tenants 21 days in advance of the inspection date by mail and post the notice at the entrance of the home.
- Ensure the inspector is accompanied during the inspection. The Owner or their representative must be **onsite** for this inspection of the exterior of the property. It is not the tenant's responsibility to accompany the inspector.
- Secure pets indoors.

C. Inspection:

- Owner/Agent must finalize any open building permits or enforcement actions associated with the property. If permits were required, obtain final approval from the City Building Inspectors.
- The inspection covers the exterior of the property only and must be completed before the Certificate of Compliance can be issued.
- See the **Exterior Maintenance & Inspection Checklist** for a list of the primary items inspected as per the 2015 IPMC.
- No interior inspections occur unless specified conditions exist as per City Code Chapter 7, Section 350 (3) (City Ordinance).
- Repairs required by the inspector must be addressed and verified before certification.

3. VIOLATIONS

A. Notice:

- If violations are found, a report detailing the violations, corrective actions and a follow-up inspection date/time will be emailed. Questions regarding the violations can be directed to the inspector listed on the report.

- If the owner or representative does not show for the scheduled inspection, that is a violation.

B. Corrections

- Violations must be corrected within the specified timeframe. A re-inspection will be scheduled by the inspector.
- Some violations may require a licensed contractor, and building permits may be needed.
- Building permits must be approved and finalized by the City.

4. CITATIONS

- If violations remain uncorrected after three inspections, citations will be issued.
- When a citation is issued, the property owner/agent

5. CERTIFICATE OF COMPLIANCE

A. Issuance:

- Once violations are corrected , the Certificate of Compliance will be issued and emailed. The certificate is valid for three years from the date of issuance.

B. Registration Renewal:

- It is the responsibility of the owner/agent to renew the registration before the certificate expires. The City will attempt to notify you via email 60-90 days before expiration.
- Throughout the 3-year term of the Certificate of Compliance, the owner/agent must notify the City of any changes to contact information.

Thank you for complying with the City of Farmington Hills Single-Family Dwelling Rental requirements.

Contact the Department at 248-871-2545 or email RentalInspection@fhgov.com if you have any questions.

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