

CITY OF KEEGO HARBOR
2025 Beechmont, Keego Harbor Michigan 48320 (248) 682-1930

ORDINANCE NO. 417

**AN ORDINANCE TO AMEND CITY OF KEEGO HARBOR MUNICIPAL CODE
CHAPTER 5, BUILDING AND BUILDING REGULATIONS, ARTICLE IX, TO BE AMENDED
TO READ RENTAL REGISTRATION ORDINANCE**

THE CITY OF KEEGO HARBOR ORDAINS:

Section 1:01

ARTICLE IX. RENTAL REGISTRATION

Section 5-246. Purpose and Intent.

The City of Keego Harbor recognizes the need for an organized inspection and registration program for rental properties located within the City 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 both absentee and local landlords to correct violations and maintain, in proper condition, rental property within the City. The City recognizes that the most efficient system is the creation of a program requiring the registration and inspection of rental property within the City as defined in this Ordinance, so that orderly inspection schedules can be made by the City officials.

Section 5-247. Definitions.

As used in this Ordinance, the following terms and words shall have the following meanings, unless the context clearly indicates that a different meaning is intended.

“Commercial not residential purposes” means any premises used for commercial.

“Department” means the City of Keego Harbor Building Department or any successor department or division that may be established.

“Dwelling unit” means a building, or portion thereof, designed for occupancy for living purposes and having cooking facilities and sanitary facilities, including single family residences.

“Landlord” means any person who owns or controls a dwelling, Dwelling Unit, or Rental Unit and rents such unit, either personally or through a designated agent, to any person.

“Owner” means the legal title holder or a Rental Unit or the Premises within which the Rental Unit is situated.

“Owner-Occupied Rental Unit” means a Rental Unit that is occupied in whole or in part by an individual whose name specifically appears on the deed for the property where the Rental Unit is located.

“Person” means any natural individual, firm, partnership, association, joint stock company, joint venture, public or private corporation, limited liability company, or receiver, executor, personal representative, trust, trustee, conservator or other representative appointed by order of any court.

“Premises” means a lot, plot or parcel of land, including the buildings or structures thereon.

“Rental unit” means any Dwelling Unit or a unit containing sleeping quarters, including but not limited to hotels, motels, bed and breakfast establishments, boarding houses, sleeping rooms, residential, commercial, or industrial property, including structures which are leased or rented by the Owner or other Person in control of such units, to any tenant, whether by day, week, month, year or any other term.

“Responsible local agent” means a natural Person designated by the property Owner as the agent responsible for operating such rental property in compliance with the ordinances adopted by the City.

“Tenant” means any Person who has the temporary use and occupation of real property owned by another Person in subordination to that other person's title and with that other person's consent; for example, a Person who rents or leases a dwelling, dwelling unit, or rental unit from a landlord.

Section 5-248. Requirements.

No Person shall lease, rent, occupy, or otherwise allow a Rental Unit within the City to be occupied, unless all of the following requirements have first been met.

The Owner of the Rental Unit shall have registered the Rental Unit with the Department by completing and filing a current registration form with the Department, as provided in Section 4 of this Ordinance.

An inspection shall have been completed to the satisfaction of the Department.

A valid certificate of compliance shall have been issued by the Department.

The current certificate of compliance shall be maintained at the office of the Responsible Agent or on the premises.

All fees charged by the City for the registration and inspection of the Rental Unit shall be paid in full.

Section 5-249. Registration.

It shall be unlawful for any Person to lease, rent, occupy, or otherwise allow a Rental Unit within the City to be occupied without first registering the Rental Unit with the Department and designating a Responsible Local Agent.

Registration Forms.

Registration shall be made upon forms furnished by the Department and shall require all of the following information.

The street address of the Rental Unit(s);

The number and types of Rental Units within the rental property;

The residence address, telephone number, and where applicable an e-mail address, mobile telephone number, and facsimile number of all property Owners of the Rental Unit(s);

Name, residence address, telephone number, and where applicable an e-mail address, mobile telephone number, and facsimile number of the Responsible Local Agent designated by the Owner;

The maximum number of tenants permitted for each Rental Unit;

The name, address, telephone number, and where applicable an e-mail address, mobile telephone number, and facsimile number of the Person authorized to collect rent from the tenants;

The name, address, telephone number, and where applicable an e-mail address, mobile telephone number, and facsimile number of the Person authorized to make or order repairs or services for the property, if in violation of City or State codes, if the Person is other than the Owner or the Responsible Local Agent;

Accurate and Complete Information.

All information provided on the registration form shall be accurate and complete. No Person shall provide inaccurate information for the registration of a Rental Unit, or fail to provide the information required for such registration. The registration form shall be signed by both the property Owner(s) and the designated Responsible Local Agent. Where the Owner is not a natural person, the Owner information shall be that of the president, general manager or other chief executive of the organization. Where more than one Person has an ownership interest, the required information shall be provided for each such Owner.

Change in Registration Information or Transfer of Property.

Except for a change in the Registered Local Agent, the property Owner of a Rental Unit registered with the City shall re-register within sixty (60) calendar days after any change occurs in the registration information. If the property is transferred to a new Owner, the new property Owner of a registered Rental Unit shall re-register the Rental Unit within sixty (60) calendar days following the transfer of the property. Property Owners shall notify the Department of any change in the designation of the Registered Local Agent, including a change in name, address, e-mail address, telephone number, mobile telephone number or facsimile number of the designated Registered Local Agent within five (5) business days of the change.

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 fee upon the expiration of the current registration. It will still be required that the new Owner fill out a new registration form.

Registration Term and Renewals.

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. The property Owner shall re-register each Rental Unit with the Department, thirty (30) calendar days prior to the expiration of the registration of the Rental Unit.

Responsible Local Agent.

The designated Responsible Local Agent shall be responsible for all of the following:

operating the registered Rental Unit in compliance with all applicable City Ordinances;

providing access to the Rental Unit for the purpose of making any and

all inspections necessary to ensure compliance with the applicable City Ordinances;

maintaining a list of the names and number of occupants of each Rental Unit for which he or she is responsible; and

accepting all legal notices or services of process with respect to the Rental Unit.

Section 5-250. Inspections.

Rental Units shall be inspected and shall comply with the standards and provisions of the ordinances and codes adopted by the City.

Inspections.

Except as provided in subsection 5-250(a)(3), all Rental Units shall be inspected by the Department at least once every three (3) years. Prior to conducting inspections of those occupied Rental Units, the Department may issue a temporary certificate of compliance as provided in Section 5-251(b). The inspection shall not, however, eliminate an owner's responsibility to register such Rental Units every three (3) years.

If the first inspection is in compliance with the City's Property Maintenance Ordinance and all other City Ordinances, such Rental Units will have their next inspection waived. If a complaint is filed with the City and the Rental Unit is found to be in violation of this Ordinance, therefore making said unit not in compliance, the following inspection shall not be waived.

Nothing in this section shall preclude the inspection of any Rental Unit more frequently than once every three (3) years.

Any current property with a valid Rental Registration certificate shall continue enforced until expiration when the property shall then be re-inspected.

Basis for Inspections.

Inspections may be made to obtain and maintain compliance with the standards of this Ordinance based upon one of the following:

A complaint received by the Department, the City of Keego Harbor Police Department, any member of the Oakland County Sheriff's Department or a State agency, indicating that there is a violation of the standards or the provisions of any ordinance adopted by the City of Keego Harbor or any state law;

An observation by the Department, the City of Keego Harbor Police Department, any member of the Oakland County Sheriff's Department, a State Agency, City of Keego Harbor Staff, West Bloomfield Township Fire Chief, of a violation of the standards of a violation of the standards or the provisions of any Ordinance adopted by the City or any state law;

A report or observation of a Rental Unit that is unoccupied and unsecured or a dwelling that is damaged by fire;

The registration, re-registration and certification of a Rental Unit as required

by this Ordinance;

The need to determine compliance with a notice or an order issued by the City;

An emergency observed or reasonably believed to exist;

A request for an inspection by the property Owner; or

Requirements of law where a Rental Unit is to be demolished by the City or where ownership is to be transferred to the City.

Inspection Procedures.

Once the Department has determined that a Rental Unit is in compliance with all of the ordinances adopted by the City and state law, the inspection required for issuance of a certificate of compliance shall be satisfied. The inspection shall then be valid for a period of three (3) years from the date the certificate of compliance is issued.

If, upon completion of an inspection, the premises are found to be in violation of one or more provisions of applicable City ordinances and State codes, the Department shall provide the Registered Local Agent and/or Owner with written notice of such violations. The Department shall set a re-inspection date before which such violation shall be corrected. If such violation has been corrected within that period, the inspection required for issuance of a certificate of compliance shall be satisfied. If such violations have not been corrected within that period, the Department shall not issue the certificate of compliance and may take any action necessary to enforce compliance with applicable City ordinances and State codes.

If there is a complaint filed on property with the Department, the Owner and/or Responsible Local Agent will be notified in writing. In the event that the complaint is of an emergency nature, as determined by the Department or City of Keego Harbor Police Department, it will require immediate compliance with adopted Property Maintenance Ordinance. If the complaint is not of an emergency nature, the Owner will have fourteen (14) calendar days to correct such violation, unless a longer period of time is granted by the Department, after which a re-inspection or written verification from Owner and/or Responsible Local Agent and complaining party that the violation has been corrected, will be required. If a violation is not corrected by the property Owner as required by this Ordinance, the Department may revoke the certificate of compliance.

If an inspection is initiated by a complaint and no violation is found to exist, no inspection fee will be assessed against the Owner of the inspected Rental Unit in compliance.

Where a re-inspection must be made to ensure conformity with this Ordinance or before a certificate of compliance is issued for those Rental Units that have been issued violation notices, the City will charge a separate inspection fee for every inspection when the violation has not been abated or corrected.

If 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.

Transfer of Ownership Inspection.

When there is a transfer of ownership of any Rental Unit, including an owner-occupied Rental Unit, and a current certificate of compliance exists for the unit, the Department shall require a new inspection. The new Owner shall comply with the requirements of Section 5-249(c) of this Ordinance by re-registering the Rental Unit within sixty (60) calendar days following the transfer of the property.

When there is a transfer of ownership of any Rental Unit, including an owner-occupied Rental Unit, then a current certificate of compliance does not exist for the unit, then the Department shall conduct an inspection within thirty (30) calendar days following the notification of the transfer of ownership as required by Section 4(c). If violations of this Ordinance or any other City ordinance, code or State code or law are found, a notice of violation shall be issued to the Owner.

If ownership of any Rental Unit is transferred contrary to subsection (d) or (2) of this Section, or if the new Owner fails to re-register a Rental Unit as required by Section 5-249(c) of this Ordinance, the certificate of compliance and Rental Unit registration shall be deemed to expire within sixty (60) days of the transfer unless appropriate steps are taken to obtain a Rental Unit registration and certificate of compliance.

Within sixty (60) calendar days of the transfer of ownership of a Rental Unit, the new Owner shall notify all residents of a Rental Unit which undergoes a transfer of ownership while the individuals are residing in that unit, including a owner-occupied Rental Unit, of the transfer of ownership.

Section 5-251. Certificate of Compliance.

No Person shall own, operate, lease, rent, occupy, or otherwise allow a Rental Unit within the City to be occupied unless there is a valid certificate of compliance issued by the Department for the Rental Unit. A certificate of compliance shall be issued for each building and Rental Unit.

Requirements.

A certificate of compliance shall be issued only after all of the following requirements have been satisfactorily completed.

Registration of the Rental Unit with the City Building Department.

Designation of the Responsible Local Agent;

Payment in full of any and all required fees for registration, plus any penalties that may have been imposed on the property; and

Inspection by the Building Department resulting in a determination that the Rental Unit and the property complies with all City Ordinances and state law.

Posting of the Certificate of Compliance.

Temporary certificates of compliance may be issued without prior inspection by the Department for those occupied Rental Units which have not been inspected. Such temporary certificates of compliance may be issued as of the effective date of the initial registration and continue until an inspection date is established, to allow property Owners to operate such Rental Units until such time as an inspection may be made by the Department. At such time as an inspection is made and the Department has determined that provisions of this Ordinance have been complied with, the temporary certificate shall expire, and a certificate of compliance shall be issued according to this Ordinance.

Posting of the Certificate of Compliance.

The certificate of compliance shall be maintained at the office of the Responsible Agent or on the premises.

Section 5-252. Fees.

The City Council shall establish by resolution an appropriate fee for registration and inspections.

If an inspection is initiated by a complaint and no violation is found to exist, no inspection fee will be assessed against the Owner of the inspected Rental Unit in compliance.

Where a re-inspection must be made to ensure conformity with this Ordinance before a certificate of compliance is issued for those Rental Units that have been issued violation notices, the City will charge a separate inspection fee for every inspection when the violation has not been abated or corrected.

Section 5-253. Maintenance of Records.

All records, files and documents pertaining to the Rental Registration and Licensing and Rental Unit Inspection Program shall be maintained by the Department and made available to the public as required by State Law.

Section 5-254. Appeal, Severability and Captions.

Should the Department determine that the property is not in compliance with the City Property Maintenance Code as adopted by the City, from time to time, and/or any other City Ordinance, as amended, and for that reason deny the issuance of a certificate of compliance, or, should a certificate of compliance be suspended or revoked upon a determination by the Department that the Owner has failed to maintain the property in compliance with the aforementioned codes, laws and/or ordinances, the Owner shall have the right to appeal such determination in the following manner:

The Owner shall file the appeal with the City Council, in writing, within 15 days of the date of the determination from which the Owner is appealing. Filing of the appeal with the City Council shall stay the suspension or revocation of the certificate of compliance until such time as the City Council issues its final decision. The appeal shall contain a short and plain statement of the matters asserted by the Owner, including factual and legal bases upon which the Owner relies.

Upon receipt of the appeal, the City Council shall schedule a hearing and provide notice of the hearing to the Owner by sending written notice by first-class mail to the address listed on the Owner's application form. The Owner may appear at the hearing in person, by agent or by attorney. If the Owner, or his agent or attorney, fails to appear at the hearing after proper notice, the City Council may proceed with the hearing and make its decision. The Owner shall be given an opportunity to present oral and written arguments on the issues of law and policy and an opportunity to present evidence and arguments on issues of fact.

The City Council shall issue a final decision, in writing, setting forth its findings within a reasonable period after the hearing is concluded. A copy of the decision shall be sent by first-class mail to the address listed on the Owner's application form and to the agent or attorney that appeared at the hearing.

The City Council shall:

Affirm the determination of the Department in refusing to issue, or in suspending or revoking the certificate of compliance; or

Reverse the determination of the Department and order the issuance or reinstatement of the certificate of compliance.

If the City Council affirms the determination of the Department or there is no timely appeal, the Property shall be vacated until a certificate of compliance is issued by the Department.

The City Council shall have no power to vary or modify any rules, regulations, provisions or ordinances.

Section 5-255. Penalty.

Any Person who violates this Ordinance shall be responsible for a municipal civil infraction fine of \$500.00, subject to the procedures and sanctions contained in City of Keego Harbor Municipal Code, Chapter 1-7. Increased civil fines of \$200.00 shall be imposed for repeated violation, which means a second or subsequent municipal civil infraction violation committed by a Person within any twelve (12) month period and for which a Person admits responsibility or is determined to be responsible. After the third violation of this Ordinance committed by a Person within any twelve (12) month period shall be punishable by a fine of \$500.00.

Section 2:01. Repealer.

All resolutions, ordinance, orders or parts thereof in conflict in whole or in part with any of the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

Section 3:01. Administrative Liability.

No officer, agent, employee or member of the City shall render himself or herself personally liable for any damage that may occur to any person or entity as a result of any act or decision performed in the discharge of his or her duties and responsibilities pursuant to this Ordinance.

Section 4:01. Savings Clause.

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect, are saved and may be consummated according to the law in force when they were commenced.

Section 5:01. Effective Date.

This Ordinance shall take effect 30 days from and after approval and publication in a newspaper, general circulation, by the City of Keego Harbor.

Made and passed by the City Council of the City of Keego Harbor this 17th day of March, 2011.

LINDA VOLL, City Clerk

CERTIFICATE OF CLERK

I, LINDA VOLL, being the duly appointed Clerk of the City of Keego Harbor, do hereby certify that the above Ordinance No. 417 is a true copy of the Ordinance adopted by the City Council of the City of Keego Harbor, Oakland County, Michigan, at a regular meeting thereof held on March 17, 2011.