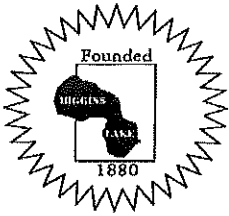


# GERRISH TOWNSHIP

## Residential Rental Properties

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# CONSTRUCTION BOARD OF APPEALS

APPLICATION FOR VARIANCE

Gerrish Township

2997 E. Higgins Lake Drive

Roscommon, MI 48653

Telephone 989-821-9313 / Fax 989-821-8627

Appeal Number: \_\_\_\_\_ Date Scheduled: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Property address or location of proposed variance: \_\_\_\_\_

Lot/Parcel Tax ID Number: 72-004- \_\_\_\_\_

Legal description: \_\_\_\_\_

Describe variance requested and attach any relevant documents

I also hereby grant permission for members of the Gerrish Township Construction Board of Appeals to enter the above described property for the purpose of gathering information related to this request.

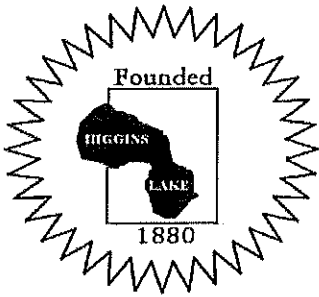
Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE:

Application received: \_\_\_\_\_ Check or Cash: \_\_\_\_\_

Special notes to Construction Board of Appeals: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Township of Gerrish

## Building/Zoning Department

2997 E. Higgins Lake Drive, Roscommon, MI 48653

Phone (989) 821-9313 ~ Fax (989) 821-8627

### PROPERTY MAINTENANCE CHECKLIST

Generally: The property premises, exterior of every structure, interior of every structure, and the systems and equipment therein shall be maintained in good repair, structurally sound, and in sanitary condition, so as not to pose a threat to health, safety, or welfare. **NOTE:** This is not a comprehensive list of all requirements. Please call Gerrish Township Building Department if more information is needed. (989) 821-9313

#### Exterior Property Areas

- Accessory structure maintained in good repair. (302.7)
- Swimming pools clean and in good repair. (303.0)
- Private swimming pools containing water more than 24" deep shall be completely surrounded by a 48" barrier. (303.2)

#### Exterior Structure

- Protective treatment (painting) required. (304.2)
- Structural members capable of supporting dead and live loads. (304.4)
- Foundation walls – no open cracks or holes. (304.5)
- Exterior walls – weatherproof and free from holes, cracks, loose or rotted material. (304.6)
- Roofs must prevent rain or moisture from entering walls or interior of the structure. (304.7)
- Stairways, decks, porches and balconies, to be structurally sound and capable of supporting imposed loads. (304.10)
- Windows, doors and frames to be in good repair and weather tight. (304.13)

- Glazing free from cracks and holes. (304.13.1)
- Openable windows must be lockable and easily openable and capable of being held in position by hardware. (304.13.2)

#### Interior Structure

- All structural members maintained structurally sound. (305.2)
- All interior surfaces on a good, clean, sanitary condition. (305.3)

#### Handrails & Guardrails

- Exterior and interior stairs with 4 or more risers, shall have a handrail on one side. Hand rails 30-42" high, guardrails a minimum of 30". (307.1)

#### Rubbish & Garbage

- All exterior property and interior of all structures shall be free from rubbish or garbage. (308.1)

#### Extermination

- All structures shall be kept free from insect and rodent infestation. (309.1)

#### Plumbing Facilities

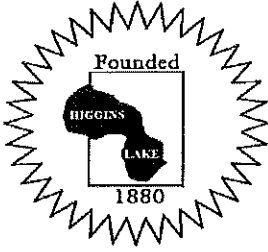
- All plumbing fixtures shall be properly installed and maintained in working order. (504.1)

#### Mechanical & Electrical

- Heating facilities capable of maintaining room temperatures at 60 degrees. (602.2)
- Mechanical appliances properly installed and maintained in safe working order. (603.1)
- Electrical equipment, wiring and appliances properly installed in a safe and approved manner. (605.1)

#### Fire Safety

- All means of egress doors shall be operable, from the side from which egress is to be made, without need of keys, special knowledge or effort. (702.3)
- Smoke detectors located outside sleeping areas, in each sleeping room, and on each story within a dwelling unit. (704.2)



## Residential Rental Certificate of Compliance

Registration Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Property: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

Stipulation(s): \_\_\_\_\_

The above noted property in the Township of Gerrish is hereby certified for Residential Rental Property use in accordance with the International Property Maintenance Code and Ordinance No. XXXXIX.

This Residential Rental Property Certificate is valid for a period of three (3) years from the date of issuance. The Township of Gerrish reserves the right to revoke the Residential Rental Property Certificate at any time for good cause.

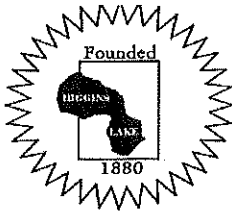
By issuing this certificate, the Township of Gerrish confers no entitlement or right to the property owner to keep and/or maintain a short term under the Township's zoning or land use ordinances.

NEITHER THE TOWNSHIP OF GERRISH NOR ANY AUTHORIZED AGENT THEREOF MAKES ANY GUARANTEE OR WARRANTY WHATSOEVER AS TO THE CONDITION OF ANY UNIT(S) OR OTHER PREMISES INSPECTED OR FOR WHICH A RESIDENTIAL RENTAL PROPERTY PERMIT IS ISSUED, NEITHER THE TOWNSHIP OF GERRISH NOR ANY AUTHORIZED AGENT THEREOF ASSUMES ANY LIABILITY, FOR PERSONAL INJURY OR OTHERWISE, BECAUSE OF THE INSPECTION OF ANY PREMISES OR BECAUSE OF THE ISSUANCE OF A RESIDENTIAL RENTAL PROPERTY PERMIT.

Inspected and Certified by:

\_\_\_\_\_  
Authorized Township Official (ATO)

NOT TRANSFERABLE – MUST NOTIFY PLANNING DEPARTMENT IF SOLD  
POST CERTIFICATE IN EACH RENTAL UNIT

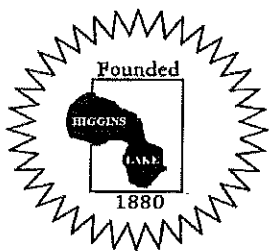


GERRISH TOWNSHIP  
 2997 E. Higgins Lake Drive  
 Roscommon, MI 48653

**RENTAL REGISTRATION & INSPECTION FEES**

<b>Registration</b>	<b>Fees</b>
January 1 <sup>st</sup> to December 31 <sup>st</sup>	\$30.00 per Full Time Long Term Rental Unit(s) Owned per Landlord
<b>Inspection</b>	<b>Fees</b>
Full Time Long Term Rental Unit	\$100.00
Multi-Family Dwelling Rental Unit	\$200.00
Missed Inspection Fee for a Scheduled Inspection by Property Owner or Local Agent	\$50.00
Inspection requested by a Tenant Fee (request must be made in writing)	\$50.00
<b>Other</b>	<b>Fees</b>
Construction Board of Appeals	\$375.00
Copy of the International Property Maintenance Code	Applicable FOIA Fees (Freedom of Information Act)

Fees approved by Gerrish Township Board on \_\_\_\_\_



## RESIDENTIAL RENTAL REGISTRATION FORM

*Registration form must accompany payment*

Please send fee and form to:

Gerrish Township Building and Zoning Department  
2997 E Higgins Lake Drive  
Roscommon, MI 48653  
989-821-9313

Date: \_\_\_\_\_

### SECTION 1 – RENTAL PROPERTY INFORMATION

Rental Property Address: \_\_\_\_\_

Number of rental units: \_\_\_\_\_ Number of rental dwellings: \_\_\_\_\_

Do you reside in one of the units: \_\_\_ Yes \_\_\_ No

### SECTION 2 – OWNER INFORMATION

Owner's Name: \_\_\_\_\_

Contact Person (if owner is a company): \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Owner's Birth Date: \_\_\_\_\_

Would like rental correspondence mailed to: \_\_\_\_\_ Owner \_\_\_\_\_ Agent

### SECTION 3 – PROPERTY MANAGER OR LOCAL AGENT (if applicable per Ordinance)

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Manager / Agent Address: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### SECTION 4 - FEES

There is a one-time \$30.00 fee for rental unit(s) owned per Landlord.

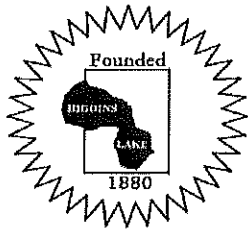
### SECTION 5 – CERTIFICATION

By signing below, I hereby affirm that the above information is true and correct and I approve the Authorized Township Official (ATO) to enter the property for an inspection.

\_\_\_\_\_  
Signature of Owner / Agent

\_\_\_\_\_  
Date

\*If you no longer own this property or it is no longer a rental unit, please note the change in the space directly below, sign and date in the above spaces, then mail the form back and we will update our records. *Thank you.*



## GERRISH TOWNSHIP

2997 E. Higgins Lake Drive  
Roscommon, MI 48653

### RESIDENTIAL RENTAL REGISTRATION

Dear Property Owner:

If you own residential rental property in Gerrish Township, it must be registered with the Township. Rental Property Registration is required in accordance with the Gerrish Township Ordinance No. XXXXIX.

NOTE: This registration notice is being sent to **PROPERTY OWNERS ONLY**. For your convenience, forms are also available on the Township's website at: [www.gerrishtownship.org](http://www.gerrishtownship.org).

Please fill out the Registration Form and return it to the Township along with the one-time fee of **\$30.00 for Full Time Long Term rental unit(s) owned per Landlord**.

The payment along with the form is due \_\_\_\_\_.

If you no longer rent out or own your rental property, please note such change at the bottom of the enclosed registration form, and then sign and return the form to us.

Please be aware that this is a rental program requirement and is **separate** from any changes you may make with any other Township department. **Please call 989-821-9313 if you have any changes to your rental information.**

If you have any questions, please contact Gerrish Township between the hours of 8:00 a.m. and 4:00 p.m. at 989-821-9313.

**\*\*Please note the one-time fee is \$30.00 per Full Time Long Term Rental Unit(s) owned per Landlord\*\***