



**FOR  
RENT**



# **DETROIT RENTAL ORDINANCE**

**HOW TO OPERATE A RENTAL  
PROPERTY IN THE CITY OF DETROIT**

**Buildings Safety Engineering  
& Environmental Department**  
Property Maintenance Division

# TABLE OF CONTENTS

<b>SECTION ONE INTRODUCTION &amp; HIGH LEVEL OVERVIEW</b>	<b>4</b>	<b>SECTION FOUR ENFORCEMENT</b>	<b>38</b>
Focus of this Guide	4	Rental Tickets	39
Definition of a Rental Property	4	Emergency Tickets	39
Rental Ordinance Full Process Map	5	Vacant Tickets	39
<b>SECTION TWO INTERNAL AND EXTERNAL PARTNERS OF RENTAL HOUSING</b>	<b>6</b>	Environmental Tickets	40
City of Detroit Departments involved in Rental Housing	7	Steps after a Ticket has been issued	43
External Partners involved in Rental Housing	16	<b>SECTION FIVE ADDITIONAL RESOURCES</b>	<b>44</b>
Additional Federal, State and Local Laws Regulating Rental Housing	17	External Resources	44
<b>SECTION THREE PREPARING FOR AND COMPLETING THE RENTAL COMPLIANCE PROCESS</b>	<b>19</b>	City of Detroit Resources	44
Registering a Property	21	Tables and Figures	45
Complete a Rental Inspection	23	Glossary Terms	46-47
Complete a Lead Inspection and obtain a Lead Clearance	26		
Obtaining a Certificate of Compliance	34		
Vacant Property	36		

**Legal disclaimer**

This handbook is for general education use only. It is not a substitute for the advice of an attorney, the Detroit Rental Code, or inspection professionals. Using the information in this guide does not guarantee successful compliance with the Detroit Rental Ordinance.



# Section 1: Introduction and High Level Overview

The City of Detroit requires the registration and inspection of all rental properties. The Buildings, Safety Engineering, & Environmental Department (BSEED) is responsible for making sure that all rental properties in the City are properly registered, code compliant, and have obtained a Certificate of Compliance (C of C). Landlords and rental property managers are responsible for the majority of Detroit's housing units, and therefore play a pivotal role in the stabilization and revitalization of Detroit's neighborhoods. This guide is intended to provide clarity to landlords, property managers, and property owners on the City's Rental Ordinance requirements and the process for reaching compliance.

The City of Detroit Rental ordinance is available in the Detroit City Code Section 8-15-81. The City of Detroit rental ordinance has been in effect since 1984. It was amended in October of 2017 with renewed enforcement from BSEED Property Maintenance. The goal of the ordinance is to improve and subsequently maintain the quality of Detroit's rental housing stock.

## Definition of a Rental Property

### Rental

- Is currently occupied by people, excluding immediate family members (An immediate family member is either a sibling, parent, grandparent, child or grandchild), with a written or oral agreement with the landlord, with or without monetary compensation.
- Will in the future be occupied by people (including non-immediate family members) with a written or oral agreement with the landlord, with or without monetary compensation.
- Has been advertised to the public, or previously registered with the city, as rental property

The ordinance requires landlords to bring their properties up to code, meet the minimum standards of health and public safety and to keep properties in compliance.

To ensure compliance with the Rental Ordinance, the following items must be completed on all rental properties:

1. **Register the property with BSEED Property Maintenance**
2. **Schedule and pass a Rental Inspection**
3. **Obtain a Lead Clearance (\*\*Properties built after 1978 do not need to complete this step)**
4. **Have no outstanding BSEED fees or Blight Violation Notices (Tickets)**

Once a property owner has satisfied the above items, BSEED Property Maintenance will issue a Certificate of Compliance.

## Focus of this Guide

This guide focuses on residential rental properties. While the information in this guide may be helpful to owners of commercial property, it is not meant to provide complete information on commercial rental property regulations. In this guide you will find:

- Description of local rental housing code requirements.
- Information about owner responsibilities for rental properties.
- Tip for landlords on maintaining safe, healthy, and habitable home.
- Definitions of common terms related to the rental property compliance process

### Not a Rental

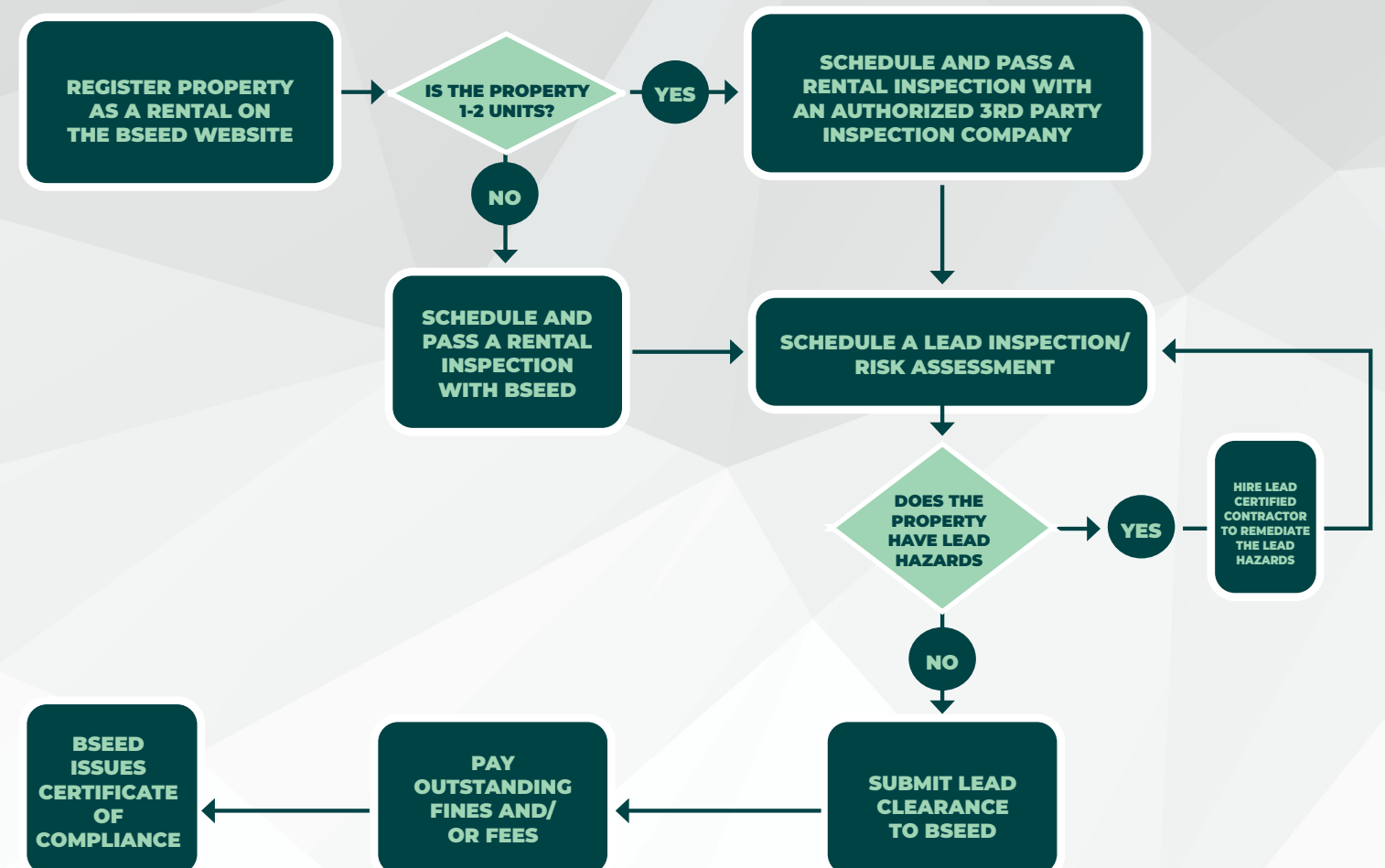
- Owner occupied unit, with a Principle Residence Exemption (PRE)
- A unit rented to an immediate family member, with or without monetary compensation (sibling, parent, grandparent, child or grandchild only). A non-rental affidavit needs to be on file with the department for this to be true.
- A structure registered with BSEED's vacant property registration.

## Per the Detroit City Code, Chapter 8, Article 14, Subdivision A

- The owners or agents of rental property shall register all such dwellings with the Buildings, Safety Engineering, and Environmental Department and obtain a Certificate of Registration of Rental Property as provided for in this section. Application for the Certificate of Registration of Rental Property shall be made on forms provided by the Department
- The Building Official shall cause an inspection to be made of all rental property required to have a Certificate of Registration of Rental Property under Section 8-15-81 of this Code according to the schedule for registration renewal in Subsection (c) of the section. Each inspection shall strictly conform to Section 8-15-34(b) of this Code.
- An owner shall have a lead inspection performed on a rental property in accordance with Subdivision B of this division whenever an owner registers a rental property for the first time in accordance with Section 8-15-81 of this Code. If the lead inspection reveals a lead-based paint hazard, a risk assessment shall be performed as well. Thereafter, until such time as all lead paint is removed from the rental property in accordance with Subsection (e) of this section, a risk assessment shall be performed on the rental property each time a new tenant occupies the property, provided, that an owner shall not be obligated to have more than one lead inspection/risk assessment performed on a property in accordance with this subsection per calendar year.
- The Buildings, Safety Engineering, and Environmental Department shall issue a Certificate of Compliance for a rental property where the Department determines that the owner and the rental property, its units, accessory structures and the premises, including exterior areas, comply with the standards and requirements of this article.

The complete code is available on the MuniCode website at [https://library.municode.com/mi/detroit/codes/code\\_of\\_ordinances?nodeId=PTIVDECO\\_CH8BUCOPRMA\\_ARTXVPRMACO\\_DIV3REREPR](https://library.municode.com/mi/detroit/codes/code_of_ordinances?nodeId=PTIVDECO_CH8BUCOPRMA_ARTXVPRMACO_DIV3REREPR).

## Rental Ordinance Process Map





## Section 2: Internal and External Partners of Rental Housing

Landlords operating rental property in the City of Detroit must interact a variety of City departments and External entities. The table below is an overview of City departments that a landlord will likely interact with while later information in this section will speak to the external entities a landlord will interact with.



**Table 2.1 City Departments Involved in Rental Housing**

DEPARTMENT	DIVISION	DIVISION ROLE	CONTACT INFORMATION
Building, Safety, Engineering, and Environmental Department (BSEED)	Property Maintenance Division	Division responsible for the enforcement of the Detroit Rental Ordinance. Issues Certificate of Registration and Certificate of Compliance.	Coleman A Young Municipal Center 2 Woodward Avenue, Suite 412, Detroit, MI 48226. Email rental@detroitmi.gov or call 313-628-2451.
	Environmental Affairs (EA) Division	Responsible for the administration, enforcement, and coordination of environmental protection policies in the City of Detroit. This Division may ticket properties for blight, illegal dumping, and other environmental issues	Coleman A Young Municipal Center 2 Woodward Avenue, Suite 401, Detroit, MI 48226. Email ea@detroitmi.gov or call 313-876-0426.
	Development Resource Center	The Development Resource Center Division is responsible to help property owners get their project (involving permits) to the finish line. Customer service representatives are available to walk people through the correct process for permitting their project.	Coleman A Young Municipal Center 2 Woodward Avenue, Suite 434, Detroit, MI 48226. Email DRC@detroitmi.gov or call 313-224-2372.
	BSEED Construction Inspection Division	Responsible for performing inspections of construction activities in order to ensure construction projects meet approved plans, and are in compliance with building codes and standards.	Coleman A Young Municipal Center 2 Woodward Avenue, Suite 408, Detroit, MI 48226. Email BSEED-Construction@detroitmi.gov call 313-224-3202.
	BSEED Finance Division	The Finance division is responsible for collecting fees issued by different divisions within BSEED.	Coleman A Young Municipal Center 2 Woodward Avenue, Suite 402, Detroit, MI 48226. Call 313-224-3202.
Department of Appeals and Hearings (DAH)	N/A	Manages payment or dispute of any ticket for rental, building, or environmental issues. This Department administers "Blight Court".	Coleman A Young Municipal Center 2 Woodward Avenue, Suite 1004, Detroit, MI 48226. Call 313-224-0098.
Department of Water and Sewerage (DWSD)	N/A	Manages tenant landlord water accounts.	735 Randolph Street, Detroit, MI 48226. Email landlordtenant@detroitmi.gov or call 313-267-8000.
Fire Dept.	Fire Marshall	Perform annual inspections on apartment buildings.	1301 3rd Street Detroit, MI 48226 Call 313-596-2961
City of Detroit Tax Collection	Citizen Tax Help Center	Assists property owners on how to pay property taxes to the City of Detroit.	2 Woodward Avenue, Suite 136, Detroit, MI 48226 Email treasuryinfo@detroitmi.gov or call 313-224-3560



## Building, Safety, Engineering, and Environmental Department

The Buildings, Safety Engineering and Environmental Department's (BSEED) mission is to provide for the safety, health and welfare of the general public as it pertains to buildings and their environments in an efficient, cost effective, user friendly and professional manner. BSEED enforces construction, property maintenance, environmental compliance and zoning codes, which preserve and enhance property values and promote a quality of life to make Detroit a preferred place to reside and conduct business.

There are **multiple** divisions within BSEED that you will interact with. These divisions are responsible for different aspects of the rental compliance process.

### Property Maintenance Division

The Property Maintenance division is responsible for issuing Certificates of Registration and Certificates of Compliance, which are required to operate a rental property legally.

Additionally, the role of the property maintenance division, in regards to rental housing, is to investigate suspected rental properties and enforce the rental ordinance. Rental properties operating without a Certificate of Compliance are subject to ticketing. See section 4 for larger discussion about enforcement of the rental ordinance.

While these tickets are issued by the Property Maintenance division, the fines attached to them are payable to the Department of Appeals and Hearings Department (DAH).

If you need to get in contact with Property Maintenance, their office is located at the Coleman A. Young Municipal Center 2 Woodward Avenue, Suite 412, Detroit, MI 48226. You may also email [rental@detroitmi.gov](mailto:rental@detroitmi.gov) or call 313-628-2451.

### Environmental Affairs (EA) Division

The Environmental Affairs role, in regards to rental housing, is to administer, enforce, manage and coordinate environmental protection policies in the City of Detroit. Environmental Control Inspectors investigate, educate and protect the city against solid waste related issues.

When a complaint is received through the City of Detroit mobile application 'Improve Detroit' (from either concerned citizens or the Office of the Ombudsman), an inspector will visit the property to determine if any violations are present. While at the location the inspector may leave a warning notice. You will have 48 hours to respond to the warning notice before the inspector re-inspects the location. Do not ignore this warning, if you are unable to comply within the allotted time, contact the inspector to request additional time. If you fail to correct the issue(s) in the allotted time, the inspector can write tickets on the property. To avoid a ticket, you must correct all the issues listed on your warning notice.

Inspectors may do what's called "field pickup" in which an inspector investigates a property adjacent to the subject property for violations, if the violations are clear and evident.

#### Please be mindful of the following:

- You are responsible for keeping your property free from solid waste from the middle of the street in the front to the middle of the alley in the rear.
- Garbage cans cannot be stored in the front yard, this includes next to the front porch.
- Construction materials will not be collected with bulk waste. You can call DPW and request a paid pick-up for these items at 313.876.0004 or go online at <https://detroitmi.gov/departments/department-public-works/refuse-collection/bulk-yard-waste>
- You are allowed two cubic yards of bulk waste every other week.

- If you have issues with your garbage, recycling or any other waste pick up services please contact your provider at the following numbers:
  - GFL at (844) GO.GFLUSA or (844) 464-3587.
  - Advanced Disposal at (844) 2-DETROIT or (844) 233-8764.

Tickets are always issued to the property owner, regardless of the lease terms between the landlord and tenant.

To contact this division, you may visit the office at the Coleman A Young Municipal Center 2 Woodward Avenue, Suite 401, Detroit, MI 48226. You may also email [ea@detroitmi.gov](mailto:ea@detroitmi.gov) or call 313-876-0426. If you would like to register an environmental complaint, go to <https://detroitmi.gov/webapp/improve-detroit-report-issue-online>.

### Construction Division

BSEED Construction is responsible for performing inspections of construction activities in order to ensure construction projects meet approved plans and are in compliance with building codes and standards. BSEED Construction is responsible for issuing Certificates of Acceptance and Certificates of Occupancy. A Certificate of Acceptance (C of A) is issued when a Building, Mechanical, Plumbing or Electrical permit has been pulled, work has been completed, and BSEED has inspected and confirmed the repairs or improvements are in compliance with current codes. A Certificate of Occupancy (C of O) is a document assigned to a property that states it has met the standards of the State of Michigan's building code, per its original purpose. There is no expiration date for this document so long as the building is continued to be used per its original purpose of the latest C of O. It is worth noting that if a rental property has C of O or a C of A, it will still need a Certificate of Compliance to be in compliance with the rental ordinance.

To contact this division regarding questions, visit their office located at the Coleman A. Young Municipal Center 2 Woodward Avenue, Suite 408, Detroit, MI 48226 or call 313-224-3202.

### Mechanical Office

The Mechanical Office falls under the Construction Division. This office is responsible for the enforcement of the City of Detroit Mechanical Code. A landlord will interact with this office when installing new mechanical equipment (i.e. furnace, residential boilers, exhaust systems, new air duct systems) on his or her property.

If a landlord chooses to install new equipment on their property, they are required to pull a mechanical permit at the BSEED office. Once that permit has been pulled and the new equipment has been installed, they are required to contact the mechanical office and schedule an inspection. If the landlord passes their inspection, the mechanical office will issue a Certificate of Acceptance, which lasts indefinitely. As a reminder a Certificate of Acceptance does not substitute for a Certificate of Compliance.

To contact the City of Detroit Mechanical Office regarding questions, visit their office located at the Coleman A. Young Municipal Center 2 Woodward Avenue, Suite 408, Detroit, MI 48226 or call 313-224-3202 or 313-224-0113.

### Elevator Office

BSEED Elevator Division is responsible for the enforcement of the City of Detroit Elevator Code in which they are to perform annual and bi-annual inspections for all elevators, wheelchair lifts, and stair climbers, installed in apartment buildings that are located within the city's jurisdiction. Freight elevators are inspected annually, while passenger elevators are inspected on a bi-annual basis. Outside of the critical matter for the protection of Life and Limb, this division, when possible, will proactively contact the property owner to schedule an inspection(s). All properties with elevator equipment installed within the city's jurisdiction shall also have a monthly maintenance/service contract with an elevator contractor licensed by the City of Detroit Elevator Office.

To contact the City of Detroit Elevator Division regarding questions, visit their office located at the Coleman A. Young Municipal Center 2 Woodward Avenue, Suite 408, Detroit, MI 48226 or call 313-224-9401.





**Finance Division**

The Finance division is responsible for collecting fees issued by BSEED. Rental property owners pay the following fees to BSEED Finance:

- Any building permit fee
- Ticket posting fee: This is a fee a landlord receives in addition to any rental ticket issued by the Property Maintenance Division (Cost: \$134 as of January 2020)
- Inspection fees for properties with more than three (3) units in the structure.
- There are many other fees payable to the Finance Division, the following link is a complete breakdown of all the fees BSEED charges, that are payable to the Finance division visit <https://detroitmi.gov/document/building-permit-fees>

*BSEED fees can be paid in the following ways:*

- In person at the Coleman A. Young Municipal Center on 2 Woodward Avenue, Suite 402, Detroit MI 48226.
- Call 313-224-3168 and use a Visa/MasterCard debit or credit card
- Online at <https://aca-prod.accela.com/DETROIT/Default.aspx>
- Checks can be mailed to 2 Woodward Avenue, BSEED Finance Suite 402, Detroit MI 48226.

*Fees issued by BSEED divisions and tickets issued by BSEED divisions are payable to different city departments*

**Table 2.2 Difference between a BSEED Fee and Tickets**

TYPE	EXAMPLE	DEPARTMENT TO PAY	HOW TO PAY
Ticket	Failure to register	Department of Administrative Appeals and Hearings (DAH)	<ul style="list-style-type: none"> <li>• In person at the Coleman A Young Municipal Center 2 Woodward Avenue, Suite 1004, Detroit, MI 48226</li> <li>• Call in 313-224-0098 and pay with Visa MasterCard (debit/credit).</li> <li>• <a href="https://app.detroitmi.gov:8443/DAHOnline/">https://app.detroitmi.gov:8443/DAHOnline/</a></li> <li>• Fines can also be paid at a Divdat Kiosk. To locate a kiosk, visit <a href="https://www.divdat.com/location">https://www.divdat.com/location</a></li> </ul>
Fee	Ticket Posting Fee	Finance Division at the Building, Safety, Environmental, and Engineering Department (BSEED)	<ul style="list-style-type: none"> <li>• In person at the Coleman A Young Municipal Center 2 Woodward Avenue, Suite 402, Detroit, MI 48226</li> <li>• Call in 313-224-0098 and pay with Visa MasterCard (debit/credit).</li> <li>• <a href="https://aca-prod.accela.com/DETROIT/Default.aspx">https://aca-prod.accela.com/DETROIT/Default.aspx</a></li> </ul>

**Development Resource Center**

The Development Resource Center Division is responsible to help property owners get their project (involving permits) to the finish line. Customer service representatives are available to walk people through the correct process for permitting their project. Property owners will interact with this division initially when applying for projects (i.e. building permits). Building permits are required when you adjust any structural element to a property or when you change the use of space on a property. You are able apply for a building permit in the following two ways:

- Fill out an application in person at the Coleman A. Young Municipal Center 2 Woodward Avenue, Suite 434, Detroit, MI 48226. Below is an example on what a application looks like:
- Apply online using the following link <https://aca3.accela.com/DETROIT/Default.aspx>

**Figure 2.1 Building Permit Application**

**P2 - BUILDING PERMIT APPLICATION**

Expedited Plan Review Request (subject to additional fees) Date: \_\_\_\_\_

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**PROPERTY INFORMATION**

Address: \_\_\_\_\_ Floor: \_\_\_\_\_ Suite#: \_\_\_\_\_ Stories: \_\_\_\_\_  
 AKA: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Subdivision: \_\_\_\_\_  
 Parcel ID#(s): \_\_\_\_\_ Total Acres: \_\_\_\_\_ Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_  
 Current Legal Use of Property: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
 Are there any existing buildings or structures on this parcel?  Yes  No

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**PROJECT INFORMATION**

**Permit Type:**  New  Alteration  Addition  Demolition  Correct Violations  
 Foundation Only  Change of Use  Temporary Use  Other: \_\_\_\_\_  
 Revision to Original Permit #: \_\_\_\_\_ (Original permit has been issued and is active)

**Description of Work** (Describe in detail proposed work and use of property, attach work list)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 MBC use change  No MBC use change

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**Included Improvements** (Check all applicable; these trade areas require separate permit applications)  
 HVAC/Mechanical  Electrical  Plumbing  Fire Sprinkler System  Fire Alarm

**Structure Type**  
 New Building  Existing Structure  Tenant Space  Garage/Accessory Building  
 Other: \_\_\_\_\_ Size of Structure to be Demolished (LxWxH) \_\_\_\_\_ cubic ft.

Construction involves changes to the floor plan?  Yes  No  
 (e.g. interior demolition or construction to new walls)

Use Group: \_\_\_\_\_ Type of Construction (per current MI Bldg Code Table 601) \_\_\_\_\_

**Estimated Cost of Construction** \$ \_\_\_\_\_ By Contractor \$ \_\_\_\_\_ By Department

**Structure Use**  
 Residential-Number of Units: \_\_\_\_\_  Office-Gross Floor Area \_\_\_\_\_  Industrial-Gross Floor Area \_\_\_\_\_  
 Commercial-Gross Floor Area: \_\_\_\_\_  Institutional-Gross Floor Area \_\_\_\_\_  Other-Gross Floor Area \_\_\_\_\_

Proposed No. of Employees: \_\_\_\_\_ List materials to be stored in the building: \_\_\_\_\_



Permit fees are paid to the BSEED Finance Division. For a more complete breakdown of building permit fees please visit <https://detroitmi.gov/document/building-permit-fees>

Permits are valid for 180 days. Within those 180 days a property owner must schedule an inspection with the BSEED Construction Division. Once they pass the inspection, a landlord may submit an application for a Certificate of Acceptance. If you want to pull one of the following trade permits a property owner needs a licensed contractor to pull the permit:

- Mechanical
- Electrical
- Boiler
- Plumbing

If you're not sure if you need a permit reference the chart below:



### Department of Appeals and Hearings

Known as Detroit's "Blight Court," the Department of Appeals and Hearings (DAH) conducts 25,000 hearings annually on quality of life violations aimed at ensuring that property in Detroit is maintained and free of blight. Property owners can pay and inquire about blight tickets at DAH. Blight does not only include exterior issues affecting the property, but also other issues including, but not limited to, passing conditional inspections, being lead safe and obtaining a Certificate of Compliance.

The image to the right is what a ticket to DAH will look like

- BSEED and the Detroit Police Department issue tickets; if a property owner receives a ticket, they are required to attend a hearing at DAH. The hearing date and time are located on Item #3 on the ticket. The location of the hearing is also indicated on the ticket.
- If the respondent does not show up to their assigned hearing date, they will be found "Responsible by Default" and ordered to pay the fine amount on the ticket plus \$30 for court fees (\$20 City Administrative fee and \$10 State Justice Assessment fee). Tickets paid prior to the hearing will receive a 10% reduction of the fee amount, however tickets paid after the hearing date will be assessed a 10% late fee. The table below shows the payment options for a \$250 fine.

**Table 2.4 Break down of DAH Ticket**

<b>FINE AMOUNT</b>	\$250
<b>PAY TICKET BEFORE YOUR HEARING DATE</b>	\$225 + \$30 (COURT FEES)
<b>PAY TICKET DAY OF HEARING</b>	\$250 + \$30 (COURT FEES)
<b>PAY TICKET AFTER DATE OF YOUR HEARING</b>	\$275 + \$30 (COURT FEES)

**To protest a ticket on your hearing date it is suggested you bring the following that apply to your case:**

- Recorded Deed on the property
- Recent photos of the property
- Inspection reports
- Correspondence between yourself and the department/division that issued you a ticket
- Documentation on pending litigation matters

**Figure 2.2 Blight Violation Notice**

**City of Detroit**  
**Blight Violation Notice**

No. \_\_\_\_\_

Property Maintenance Code

Zoning Ordinance

Solid Waste and Illegal Dumping Ordinance

Undersigned says on:

Name (First, Middle, Last) \_\_\_\_\_

Street Address \_\_\_\_\_

Vehicle Description (Year, Make, Color, Type) \_\_\_\_\_ Vehicle Plate No. \_\_\_\_\_

The person named above is in violation of § \_\_\_\_\_ of Chapter \_\_\_\_\_ at \_\_\_\_\_ Detroit, Michigan \_\_\_\_\_ as follows:

**Violation description goes here**

- The fine for this violation is \$ \_\_\_\_\_  repeat offender
- The fee for this violation is **\$30**.
- The Hearing Date/Time: \_\_\_\_\_

There is a mandated \$10.00 State justice assessment and a \$20.00 City administrative fee for the processing and adjudication of this Blight Violation Notice. The specified fine and fees must be paid to the City of Detroit Department of Appeals before or at the above hearing date and time. A fine paid before the hearing date shall be reduced by 10%. A fine paid after the hearing date shall be increased by 10%. Fees are not subject to reduction or increase. **Where to Pay:** In person or by mail at address below and over the phone or online at phone number/website below. **How to Pay:** Cash, credit card and cashier's/certified check or money order payable to "Treasurer, City of Detroit." Credit card only for phone and online payments. **Pay or Appear:** If you wish to admit responsibility and pay your fine and fees, mail or bring your payment to the address below, or call or pay online at the phone number/website below, on or before the above hearing date. If you want to admit responsibility "with explanation" or deny responsibility, you must appear at the hearing on the date/time above.

**Hearings Held & Payments Made at:**  
 Department of Appeals & Hearings  
 Coleman A. Young Municipal Center  
 2 Woodward Avenue – Suite 1004, Detroit, MI 48226  
 (313) 224-0098  
 Department hours: 8:30 am to 4:30 pm Monday-Friday  
**PAY ONLINE 24 HOURS A DAY: [www.detroitmi.gov:83/dahonline](http://www.detroitmi.gov:83/dahonline)**

City of Detroit will provide language translation and hearing impaired signage. Call (313) 224-4950 or email [crio@detroitmi.gov](mailto:crio@detroitmi.gov) for these services.

**WARNING: You are alleged to be responsible for a blight violation. Your failure to appear, or to admit responsibility, or to pay the scheduled civil fine and fees within the time to appear may result in the entry of a decision and order of default against you for the fine and fees for the violation and for necessary costs to abate the violation.**

A copy of this violation notice was served upon the alleged violator by:  
 Posting and first class mail

I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge, and belief.

Authorized local official (printed) \_\_\_\_\_

Authorized local official (signature) \_\_\_\_\_ ID No. \_\_\_\_\_

Corporation Counsel approval for issuance of third party complaint \_\_\_\_\_

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

**Table 2.3 When a permit is needed**

TYPE OF PERMIT	WHEN PERMIT IS NEEDED	WHEN A PERMIT IS NOT NEEDED
Mechanical	For any heating, cooling, gas piping, air distribution or exhaust system – new or alteration	A permit is not required for portable heating, cooling, or ventilation units, minor parts that do not make the appliance unsafe
Electrical	A permit is required for alterations to electrical systems that involve more than replacing switches or receptacles (i.e. installing any new electrical wiring or adding circuits)	A permit is not required for replacing switches or receptacles or minor repairs including replacement of lamps or the connection of approved portable electrical equipment
Boiler	A permit is required for alterations to, or installation of, boilers	A permit is not required for repairs or replacement of minor parts so long as they do not make the boiler unsafe
Building	Any project meant to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure (i.e. construction alterations, roof replacement, Driveways)	Fences that are 7' high or less and not in a Historic or Special Review District detached structures no more than 1 story and 200 square feet (i.e. garages)



## Water and Sewerage Department

Initiating Water Service: Under Michigan law, water and sewage charges are automatically a lien against the property and the owner's responsibility, unless the tenant is responsible for payment and the Detroit Water and Sewerage Department (DWSD) has documentation of the lease arrangement. If the tenant is responsible for payment, the landlord or the tenant must provide DWSD with one of the following:

- Copy of the lease agreement with the name and address of the landlord, signed by both the landlord and the tenant. The lease agreement must explicitly state that the tenant is responsible for paying the water bill.
- **OR**
- An Affidavit of Tenant/Lessee Responsibility for Water and Sewage Bills. Both the landlord and the tenant must sign the Affidavit and each of their signatures should be notarized.
- DWSD requires the owner's identification, Social Security Number, proof of ownership, and a deposit to create an owner account, and
- DWSD requires the tenant's identification and Social Security Number in order to turn on service and put the account in tenant's name. The tenant is also required to pay a deposit.

### If you have questions:

- Visit DWSD in person at one of the following customer care service centers:
  - 15600 Grand River, Detroit, MI 48227
  - 735 Randolph St., 1st floor, Detroit, MI 48226
  - 13303 East McNichols, Detroit, MI 48205
- Call 313-267-8000
- Email [landlordtenant@detroitmi.gov](mailto:landlordtenant@detroitmi.gov)
- Visit DWSD's website at <https://www.detroitmi.gov/dwsd>



## City of Detroit Tax Collection

Property owners are required to pay property taxes to the city of Detroit. Property taxes are billed twice a year:

- **Summer – Two Options to Pay**
  - Due in full by August 15th of each year
  - First half due by August 15th / Second Half due by January 15th
- **Winter – Due By January 15th of Each Year**

### Property Tax payments are made through the following channels

- Online - Pay by credit card\*. Visit [www.detroitmi.gov/fintreasury](http://www.detroitmi.gov/fintreasury) for more information.
- In person - Pay by cash, personal/business/cashier's check, money order, or credit card\*. Visit the Citizen Tax Help Center - Cashier's Office in the Coleman A. Young Municipal Center 2 Woodward Avenue, Suite 154, Detroit, MI 48226.
- DivDat Mobile App - Pay by personal/business check or credit card\*. Download the DivDat mobile app from your app store for free!
- At a DivDat Kiosk - Pay by cash, personal/business check, or credit card\*. Please visit [www.codkiosk.com](http://www.codkiosk.com) or a location near you!
- Mail - Please mail your check and tax coupon to our new mailing address: City of Detroit - Property Tax Department PO Box 33193 Detroit, MI 48232-3193
- By Phone - Pay by credit card\* by calling 1-855-894-2400 or 1-888-891-6064.

Additionally, the City of Detroit allows residents and building owners to pay their property taxes on a monthly basis. The Plan Ahead Property Tax Savings Program gives taxpayers an option to make deposits into a savings account throughout the year, making it easier to pay City of Detroit property taxes. All deposits are made through the DivDat kiosk network or through the DivDat mobile app. DivDat Kiosks are already located throughout the City, including the Coleman A. Young Municipal Center (2 Woodward Ave). Go to <http://www.divdatkiosknetwork.com/> to find the nearest Kiosk; payments can be made by Check, Cash, Credit or Debit Card\*. The DivDat Mobile App also accepts payment.

**Note: Delinquent property taxes must be paid to the Wayne County Treasurer**

For more information about property taxes please see the Citizen Tax Help Center at 2 Woodward Avenue, Suite 136, Detroit, MI 48226. You may also call them at 313-224-3560 or email [treasuryinfo@detroitmi.gov](mailto:treasuryinfo@detroitmi.gov).

**\*Please note, all credit card payments will incur a 2.5% service charge**

## Fire Department

Apartment buildings, typically 4 or more units in one structure, are required to have an annual inspection performed by the Detroit Fire Department. For high-rise apartment buildings (75 feet or more), the Fire department will reach out to the landlord to perform the annual inspection. For other apartment buildings that are not high-rises, the landlord must call the fire department to schedule their annual inspection. The number is 313-596-2954. The following are components of an annual inspection:

- Exits are clear
- Fire extinguishers (Service Tags)
- Smoke detectors
- Sprinkler Systems (Service Tags)
- Fire alarm systems (Service Tags)
- Emergency Generator (Service Tags)

**\*Service Tags are tags that a certified maintenance company leaves on the equipment. Inspectors verify that these tags are up to date during their annual inspection.**





## External Partners Involved in Rental Housing

### Third-Party Inspection Companies

All rental properties in the City of Detroit are required to complete a rental inspection checking for the health and safety standards of the property. The entity that performs the inspection is determined by the number of units in a rental property. For 1-2 family unit properties you must schedule and pass a rental inspection from a Third-Party Inspection company authorized by the City of Detroit. You will find the list of companies by visiting The BSEED Property Maintenance website at <https://detroitmi.gov/departments/buildings-safety-engineering-and-environmental-department/bseed-divisions/property-maintenance/rental-property-information/certificate-compliance-1>

**For a detailed description of the inspection process and role of the third party inspector see section 3.**

### Lead Inspectors

In order to obtain a Certificate of Compliance, a property must obtain a lead clearance indicating the rental unit is safe and free of lead based paint hazards. A lead clearance can only be given by a lead inspector/risk assessor that is certified by the State of Michigan. To find a list of certified lead inspectors/risk assessors in the State of Michigan visit <https://www.michigan.gov/lead/0,5417,7-310-86959---,00.html>.

**See section 3 for more detail regarding the role these lead inspectors play and what they look for.**

### Renovation, Repair and Painting Contractors (RRP).

In order to complete any repair work on a structure build before 1978, a worker including a landlord completing their own repairs need to obtain an RRP license.

The lead RRP rule is a federal mandate that requires that contractors performing renovation, repair, and painting projects that disturb lead-based paint in homes built before 1978 be certified by the Environmental Protection Agency (EPA) to safely work with lead. RRP certified contractors are also certified to perform interim controls to minimize lead hazards on a property. This can make a property lead safe but not lead free. RRP certification does not certify a contractor to permanently eliminate lead-based paint hazards on a property. We will go into more detail on the difference between lead safe and lead free in section 2. To locate a certified RRP firm in your area please visit <https://cfpub.epa.gov/flpp/pub/index.cfm?do=main.trainingSearch>.

### Lead Certified Abatement Workers, and Abatement Companies

Lead abatement workers/companies are certified to permanently eliminate existing lead-based paint hazards in a property. They are certified by the State of Michigan to do so. It requires specialized techniques that some local construction contractors typically do not have. To locate a certified lead abatement firm in your area please visit [https://www.michigan.gov/documents/lead/5\\_Abatement\\_Firms\\_629849\\_7.pdf](https://www.michigan.gov/documents/lead/5_Abatement_Firms_629849_7.pdf).

# LEASE AGREEMENT

## Federal State and Local Laws Regulating Rental Housing

### Federal

The Fair Housing Act of 1968 prohibits this discrimination because of race, color, national origin, religion, sex, familial status, and disability. It is illegal discrimination to take any of the following actions because of race, color, religion, sex, disability, familial status, or national origin:

- Refuse to rent or sell housing
- Refuse to negotiate for housing
- Otherwise, make housing unavailable
- Set different terms, conditions or privileges for sale or rental of a dwelling
- Provide a person different housing services or facilities
- Falsely deny that housing is available for inspection, sale or rental
- Make, print or publish any notice, statement or advertisement with respect to the sale or rental of a dwelling that indicates any preference, limitation or discrimination
- Impose different sales prices or rental charges for the sale or rental of a dwelling
- Use different qualification criteria or applications, or sale or rental standards or procedures, such as income standards, application requirements, application fees, credit analyses, sale or rental approval procedures or other requirements
- Evict a tenant or a tenant's guest
- Harass a person
- Fail or delay performance of maintenance or repairs
- Limit privileges, services or facilities of a dwelling

- Discourage the purchase or rental of a dwelling
- Assign a person to a particular building or neighborhood or section of a building or neighborhood
- For profit, persuade, or try to persuade, homeowners to sell their homes by suggesting that people of a particular protected characteristic are about to move into the neighborhood (blockbusting)
- Refuse to provide or discriminate in the terms or conditions of homeowners insurance because of the race, color, religion, sex, disability, familial status, or national origin of the owner and/or occupants of a dwelling
- Deny access to or membership in any multiple listing service or real estate brokers' organization

**Federal law requires that before signing a lease for housing built before 1978, renters must receive the following from your landlord:**

- An EPA-approved information pamphlet on identifying and controlling lead-based paint hazards,
- Any known information concerning the presence of lead-based paint or lead-based paint hazards in the home or building.
- This includes all lead-based paint inspections and risk assessments as part of the City of Detroit Rental Ordinance
- An attachment to the contract, or language inserted in the contract, that includes a "Lead Warning Statement" and confirms that the landlord has complied with all notification requirements.

**For more information regarding federal housing law visit [https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/fair\\_housing\\_act\\_overview](https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_act_overview).**





## State

The following are key definitions landlords should be aware of regarding renting property in the state of Michigan:

- **Landlord:** The party agreeing to transfer possession and use of the rental property, usually the owner (but may also include an agent or employee of the owner, or a management company)
- **Tenant:** The party taking possession and use of the rental property from the landlord under a lease. A tenant's right to possession and use is called a tenancy or leasehold
- **Lease (or Rental Agreement):** The contract between the tenant and landlord, transferring possession and use of the rental property. A lease can be written or oral, but a written lease provides the best protection for both the landlord and the tenant
- **Joint and Several Liability.** If more than one person signs the lease as a tenant, the lease may state that their obligations are "joint and several." This means that each person is responsible not only for his or her individual obligations, but also for the obligations of all other tenants. This includes paying rent and performing all other terms of the lease.
- **Escrow Account:** A bank account or other account held by a third party, generally established in the name of the tenant, into which whole or partial rent payments are deposited to show that the tenant was ready, willing, and able to pay the rent—but is withholding the rent until a certain problem is fixed that the landlord is legally responsible for fixing. Once the problem is fixed, the escrowed rent amount will be released to the landlord.
- **Eviction:** If the landlord wishes to remove a tenant from his or her rental property, the landlord must use the eviction process. The process is called a Summary Proceeding, and it moves quickly to restore rental property to the person lawfully entitled to possession. The process starts with a notice, usually called a "Notice to Quit" or a "Demand for Possession" but for simplicity, it can be an eviction notice. If the landlord is successful in proving his or her case, the eviction notice may be issued and a court officer may remove the tenant and tenant's personal items from the rental property. The landlord must never forcibly remove the tenant (or occupant) himself or herself. This includes things like changing locks, turning off utilities, or some other act or omission that interferes with the tenant's right to possess, use, and enjoy the rental property. This is illegal and punishable by monetary damages.

## Local

### Fair Chance Ordinance

Landlords should be aware of is the Fair Chance Ordinance. In an effort to promote housing opportunities for returning citizens, the City of Detroit passed an ordinance that requires landlords to vet tenants without taking criminal background in to account Under the terms of the new ordinance, Detroit landlords with five or more rental units in single structure, will be unable to conduct background checks on prospective tenants until after they've completed all other steps of the application process, such as employment and income checks. If a background check conducted after these steps does reveal past convictions, landlords are not allowed to take adverse action based on the following:

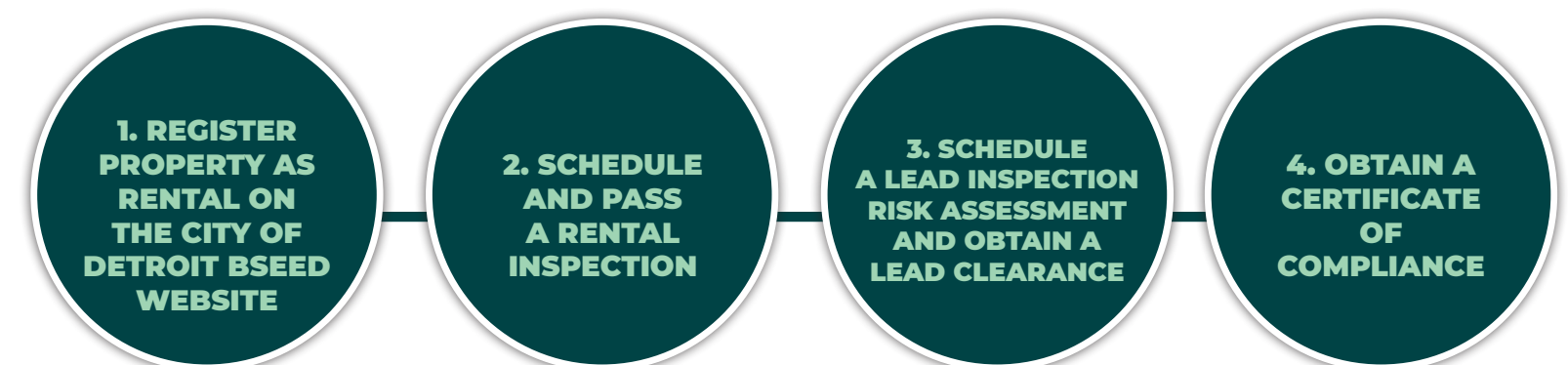
- An unresolved arrest or an arrest not leading to a conviction.
- Participation in or completion of a diversion or a deferral of judgment program.
- A conviction that has been judicially dismissed, expunged, voided, invalidated or otherwise rendered inoperative by a court of law or by executive pardon.
- A conviction or any other determination or adjudication in the juvenile justice system, or information regarding a matter considered in or processed through the juvenile justice system;
- A misdemeanor conviction that is more than 5 years old, measured from the date of sentencing;
- Information pertaining to an offense or violation other than a felony or 16 misdemeanor, such as a civil infraction.

## Section 3: Preparing for and Completing the Rental Compliance Process

This section is intended to provide detailed information about the registration, inspection and compliance process for operating a residential rental property in the City of Detroit. The section is organized in the following order:

1. **Registration of Rental Property**
2. **Completing a Rental Inspection**
3. **Completing a Lead Inspection, Lead Risk Assessment, and Obtaining a Lead Clearance**
4. **Obtain final blight clearance, pay all BSEED fines and request Certificate of Compliance (C of C)**

Figure 3.1 Four Steps of Compliance







**1. Registering a Property**

The first step to obtain a Certificate of Compliance (C of C) is registering a property as a rental. An owner of a rental property is responsible for initially registering their property and renewing the registration for the property on an annual basis. There is no cost to register a rental property.

**Additional Items to Note about Registering a Rental Property:**

- A notice will not be sent to a landlord indicating a registration has expired.
- If a landlord owns multiple properties, all properties must be registered individually.
- A rental property with multiple units within the same structure (Example: Duplex, Triplex, Apartment Building) only needs one registration.
- A Certificate of Rental Registration is not transferable between owners.

**Figure 3.2 Registration of Rental Property**



**Table 3.1 Registration and Inspection Frequency Table**

		<b>1 OR 2 UNIT STRUCTURES</b>	<b>3+ UNIT STRUCTURES</b>
1. REGISTRATION	FREQUENCY	Complete initial registration and renew annually on unique registration date	
2. RENTAL INSPECTION	FREQUENCY	Complete and pass initial rental inspection and complete a renewal inspection every three years.	Complete and pass initial rental inspection and complete a renewal inspection every two years.
	INSPECTOR	City certified, Third Party Inspection Companies	City of Detroit Inspectors
3. LEAD INSPECTION AND RISK ASSESSMENT (LIRA), AN LEAD CLEARANCE	FREQUENCY	Complete and pass lead inspection and risk assessment (LIRA) and receive a lead clearance initially to obtain a certificate of compliance. See section 3 for details on lead inspection frequency.	
	INSPECTOR	State licensed Lead Inspection companies.	



**Certificate of Registration**



**Buildings, Safety Engineering & Environmental Department**

**City of Detroit**  
**Buildings, Safety Engineering and Environmental Department**  
**Property Maintenance Division**  
 Coleman A. Young Municipal Center  
 2 Woodward Avenue, 4th Floor, Suite 412, Detroit, Michigan 48226  
 (313) 628-2451

**CERTIFICATE OF RENTAL REGISTRATION**

NON-TRANSFERABLE

THIS RENTAL REGISTRATION  
IS NOT  
A CERTIFICATE OF COMPLIANCE

Location: [REDACTED]

Expiration Date: 9/17/2020

Type of Use:	Number of Dwelling Units	: 3
One Family	Number of Stories	: 1
	Total Square Footage	:

THIS REGISTRATION MUST BE DISPLAYED

**Figure 3.3 Certificate of Registration**

**2. Complete a Rental Inspection**

The inspection checks for code violations on the interior and exterior of the property. A property owner is responsible for scheduling a rental inspection and paying for the inspection fee. The cost of the initial inspection covers a re-inspection if one is needed. Inspection reports are valid for 6 months.

**Table 3.2 Contacting a Rental Inspector**

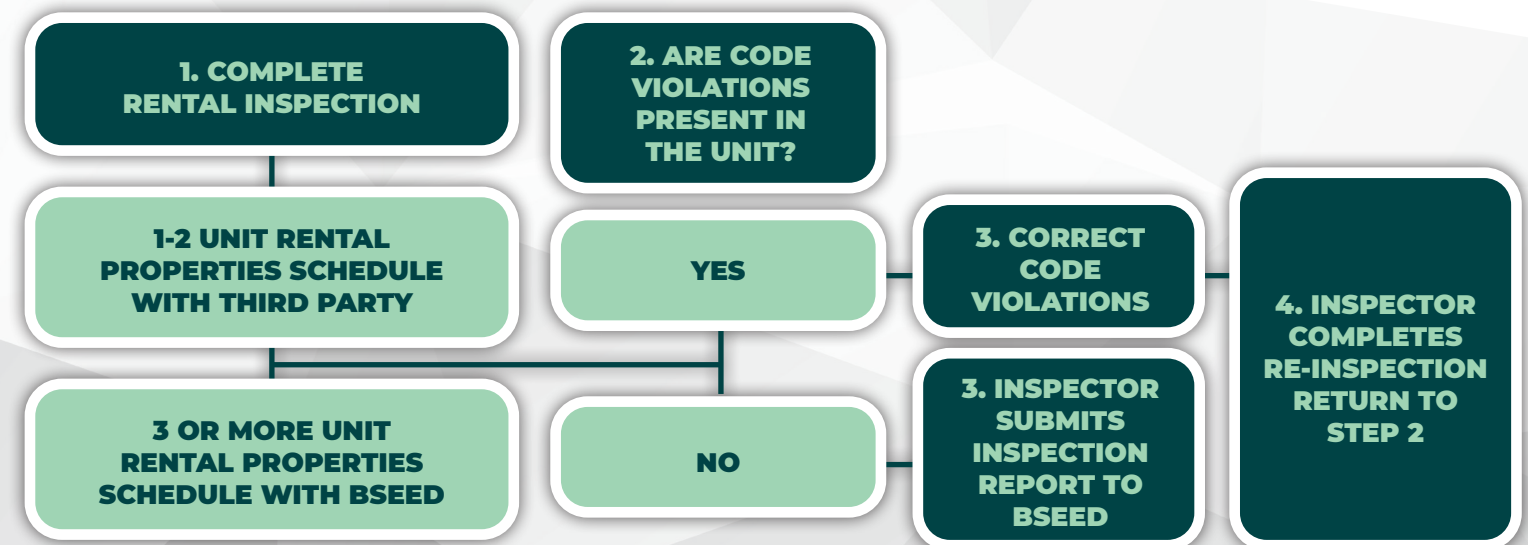
PROPERTY TYPE	INSPECTOR CONTACT
1 and 2 Unit Properties	Visit the BSEED website for a list of Certified Third Party Inspectors.
3+ Unit Properties (including condos)	Call BSEED at 313-628-2451

The following are the most common reasons, according to certified inspection companies and City of Detroit Inspectors, why landlords fail rental inspections:

- Paint both inside and outside (chipping, peeling, bubbling, cracked, worn to bare wood)
- Windows (rotted, don't open/close/lock as designed)
- GFCI (ground fault circuit interrupter) outlets not installed where needed or don't work properly
- Smoke detectors chirping (due to worn batteries) or not installed where required
- Gutter and downspout systems damaged or improperly installed



**Figure 3.4 Completing A Rental Inspection**



**Figure 3.4 Completing A Rental Inspection**



**Table 3.3 Components of a Rental Inspection**

<b>VIOLATION</b>	<b>DESCRIPTION</b>
Drain and Sewerage	<ul style="list-style-type: none"> <li>Remove obstruction from building drain / sewer and disinfect all contact areas.</li> </ul>
Water	<ul style="list-style-type: none"> <li>Provide hot water and cold water to all required plumbing fixtures.</li> </ul>
Water Heater	<ul style="list-style-type: none"> <li>Correct back drafting, seal opening around vent pipe at chimney, provide upward slope of vent pipe.</li> </ul>
Gutter/Downspout/ Diverters	<ul style="list-style-type: none"> <li>Need to be in good repair</li> </ul>
Smoke Detectors	<ul style="list-style-type: none"> <li>Install smoke detector(s) within, or immediately outside of, sleeping rooms on each level of existing rental dwelling units.</li> </ul>
Heating	<ul style="list-style-type: none"> <li>Restore heating equipment to a safe and operable condition capable of maintaining a temperature of not less than 68 degrees.</li> <li>Remove unapproved, unvented heating device(s). (i.e. unvented gas (and kerosene) space heaters and fireplaces)</li> </ul>
Elevator	<ul style="list-style-type: none"> <li>Restore elevator(s) to proper working order.</li> </ul>
Doors	<ul style="list-style-type: none"> <li>All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort.</li> <li>All fire and smoke stop doors and hardware shall be maintained in operable condition. Fire doors and smoke barrier doors shall not be blocked or obstructed, or otherwise made inoperable.</li> <li>Doors need to be in good repair.</li> </ul>
Pathways	<ul style="list-style-type: none"> <li>Maintain a safe, continuous and unobstructed path of travel from any point in the building to the public way or court yard.</li> <li>Maintain approved exit signs and egress lighting at all means of egress.</li> </ul>
Waste	<ul style="list-style-type: none"> <li>Exterior of buildings, premises, and structures shall be maintained free from any accumulation of solid waste, and be clean, safe and sanitary.</li> </ul>
Vermin	<ul style="list-style-type: none"> <li>Rid premises of all vermin and take proper precautions to prevent re-infestation. Provide documentation by a state licensed exterminator verifying treatment/frequency &amp; conclusion to treatment</li> </ul>
Inoperative/Unlicensed Vehicles	<ul style="list-style-type: none"> <li>Discontinue the storage of these vehicles on property</li> </ul>
Grass, Weeds and Plant Growth	<ul style="list-style-type: none"> <li>Maintain exterior of property free from grass, weeds or plant growth in excess of eight (8) inches.</li> </ul>
Fences, Garages, Exterior Walls	<ul style="list-style-type: none"> <li>Accessory structures shall be maintained structurally sound and in good repair</li> </ul>
Graffiti	<ul style="list-style-type: none"> <li>Remove graffiti, markings, carvings, and painting from exterior surfaces that deface or mar the appearance of the building, premises or structure.</li> </ul>
Exterior Surfaces	<ul style="list-style-type: none"> <li>Exterior surfaces shall be maintained in good condition and be free from broken, crumbling, loose, missing, and rotting materials</li> <li>Exterior surfaces shall be protected from the elements and decay by painting or other protective covering or treatment.</li> </ul>
Exterior Balconies, Decks, Porches and Stairways	<ul style="list-style-type: none"> <li>All attached appurtenances shall be maintained structurally sound and in good repair.</li> </ul>
Exterior Guard Rails/ Handrails	<ul style="list-style-type: none"> <li>Rails for exterior steps and elevated areas should be in good repair.</li> </ul>
Fences	<ul style="list-style-type: none"> <li>Height of fences shall be no taller than 3 feet</li> </ul>

**Table 3.3 Components of a Rental Inspection**

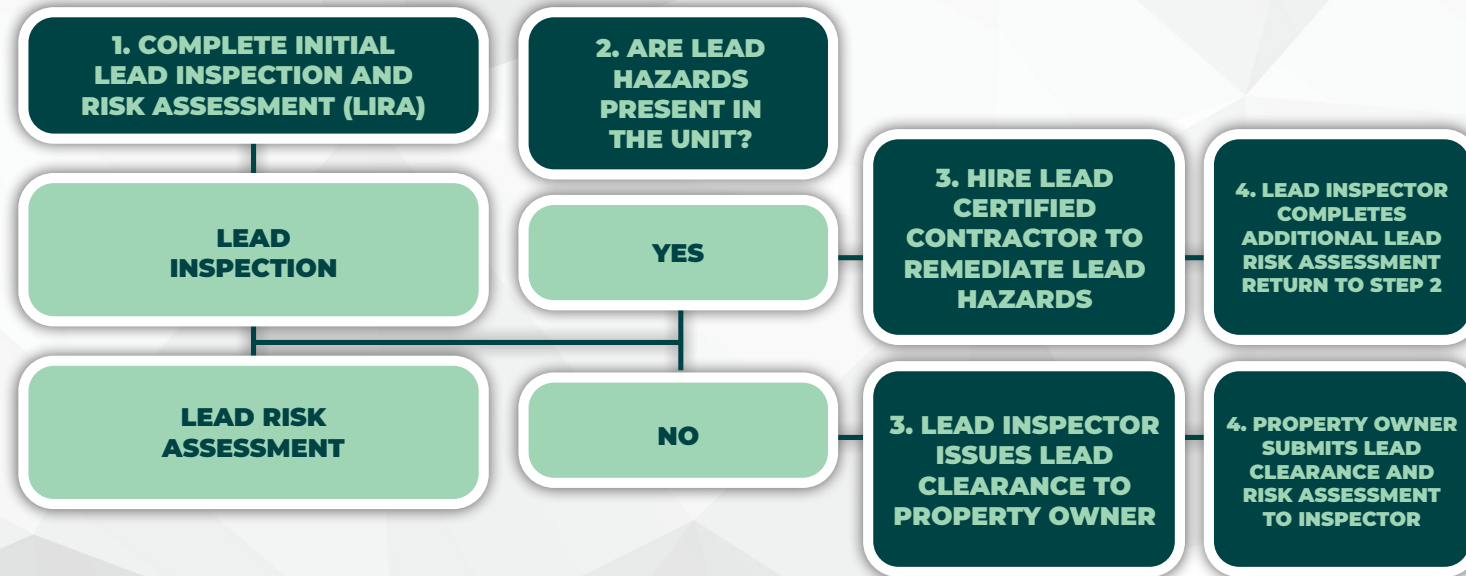
<b>VIOLATION</b>	<b>DESCRIPTION</b>
Siding	<ul style="list-style-type: none"> <li>Siding shall be maintained in good repair, be weather resistant and water tight.</li> </ul>
Address Sign	<ul style="list-style-type: none"> <li>Maintain an address on the structure using numerals a minimum of 4 inches in height, placed in a position to be plainly legible and visible from the street fronting the property</li> </ul>
Windows	<ul style="list-style-type: none"> <li>Glazing material should be in good repair</li> <li>Windows shall be operational and accessible from inside the room without the use of keys or tools to provide for emergency escape and rescue.</li> </ul>
Basement Walls	<ul style="list-style-type: none"> <li>Basement walls shall be maintained so as to prevent water leakage and to keep the basement in a dry condition.</li> </ul>
Interior Structure	<ul style="list-style-type: none"> <li>All structural members within a building shall be maintained free from deterioration, and shall be capable of safely supporting the imposed loads.</li> </ul>
Interior Surfaces (Floors, walls, ceilings)	<ul style="list-style-type: none"> <li>All interior surfaces shall be maintained in good, clean and sanitary condition. No Fungus like materials can exist.</li> </ul>
Interior Guard Rails/ Handrails	<ul style="list-style-type: none"> <li>All handrails and guards shall be maintained in good condition</li> </ul>
Light Fixtures/Wall Switches/Receptacles	<ul style="list-style-type: none"> <li>Light Fixtures/Wall Switches/Receptacles shall be in good repair</li> <li>Interior wiring shall be in good repair</li> </ul>
Interior plumbing fixtures	<ul style="list-style-type: none"> <li>Kitchen sink, toilet, bath tub, shower, laundry tub, faucet, drain line shall be in good repair.</li> <li>Remove any obstruction in plumbing fixtures</li> </ul>
Permits	<ul style="list-style-type: none"> <li>Need a permit for the following installations: water heater, water supply lines, electrical service panel, circuits/wiring, Furnace, boiler, duct work, fuel gas supply line</li> </ul>





**Complete a lead inspection and obtain a lead clearance**

**Figure 3.5 Complete A Lead Inspection/Clearance**



**3. Complete a Lead Inspection and Obtain a Lead Clearance**

The third step of the rental compliance process is to complete a Lead Inspection and Lead Risk Assessment (LIRA) and obtain a lead clearance on a rental property.

A property owner is responsible for scheduling a Lead Inspection-Risk Assessment (LIRA) and paying for it. The prices can vary depending on the size of the property, age of the property and number of rooms. Generally, the inspection costs anywhere from \$500- \$700 for an initial single family home inspection. Multi-family inspections vary based on the number of units tested. If a property owner does not pass their initial lead Inspection-risk assessment, a property owner may need a subsequent risk assessment and can expect to pay an additional \$300- \$500 depending on the size of the home. After the inspection is performed, the inspector will submit the report to landlord and the landlord will submit the report to one of the following entities:

- For single and two-family dwellings submit the lead inspection report to an approved third-party company that performed your rental inspection.
- The Third-Party inspection company that performed the rental inspection, will submit the lead report to BSEED Property Maintenance
- For properties with three or more units (including condos) submit the report to BSEED property maintenance at leadreports@detroitmi.gov

**For more information on lead please contact one of the following entities:**

- Michigan Department of Health & Human Services at 517-335-8885 or visit <https://www.michigan.gov/lead/>
- Detroit Health Department at 313-876-0133 or visit <https://detroitmi.gov/departments/detroit-health-department/programs-and-services/lead-program>.

**Dangers of Lead**

Lead poisoning is caused by swallowing or breathing in lead. Children under 6 years old are most at risk. If you are pregnant, lead can harm your baby. Lead can cause learning and behavior problems. Lead poisoning hurts the brain and nervous system. Some of the effects of lead poisoning may never go away.

Lead in a child's body can cause the following issues:

- Slows growth and development
- Potential damage to hearing and speech
- Make it hard to pay attention and learn

**Lead Inspection Report**

**How can you identify if a report has passed or failed?**

In the lead inspection report find the "Lead Activity Declaration" page and locate the question "Were lead based hazards identified"? If the answer is "yes", the report failed. If the answer is "no", the report passed. The image to the right is an example of the "Lead Activity Declaration":

**Lead Activity Declaration**

**Buildings, Safety Engineering and Environmental Department  
Coleman Alexander Young Municipal Center  
2 Woodward Avenue, Suite 412  
Detroit, Michigan 48226**

This form must be completed by a State of Michigan licensed lead professional and submitted to the City of Detroit's Buildings, Safety Engineering and Environmental Department, Property Maintenance Division. Include the following reports: Lead Based Paint Inspection; Lead Based Paint Risk Assessment; Remediation and Clearance Summary; and all related laboratory results must be submitted to complete reporting requirements .

Subject Property Location: \_\_\_\_\_ Detroit, MI 48\_\_\_\_\_

Risk Assessors' Name: \_\_\_\_\_ Phone # \_\_\_\_\_ State Certification # \_\_\_\_\_

Risk Assessors' Address: \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Company Address (if different): \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

Property Owners' Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Property Owners' Address: \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

Date(s) of Lead Inspection: \_\_\_\_\_ Date(s) of Lead Hazard Assessment: \_\_\_\_\_

Were lead based paint hazards identified?  NO.  YES. If yes, indicate what type(s):  paint  dust  soil

Were potential lead based paint hazards identified?  NO  YES

Was soil sampled?  NO  YES. If yes, indicate what type(s):  play area  drip-line/foundation  vegetable garden

Other (describe) \_\_\_\_\_

Indicate why soil was not sampled: \_\_\_\_\_

**Note:** If soil conditions cannot be ascertained risk assessor must return to site and evaluate the need for soil sampling. When soil conditions are determined, the risk assessor must submit an addendum report with their findings.

Lead-based paint detection technique used (check one):  paint chip samples  XRF (serial # \_\_\_\_\_)

The undersigned hereby acknowledges that the information provided herein and related reports are complete, accurate and true. The undersigned also accepts full and irrevocable responsibility for the validity of the information provided, legal and regulatory, in accordance with all federal, state, and local requirements. Work Practice Standards adopted by the State of Michigan for Lead Hazard Control for a Lead inspection, R325.99403, and for a Risk Assessment, R325.99404, must be adhered to.

Risk Assessor's State Certification # \_\_\_\_\_ Expiration date: \_\_\_\_\_

Risk Assessor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Complete and attach additional copies of this form, as needed, for complete reporting.*

**Figure 3.6 Lead Activity Declaration**



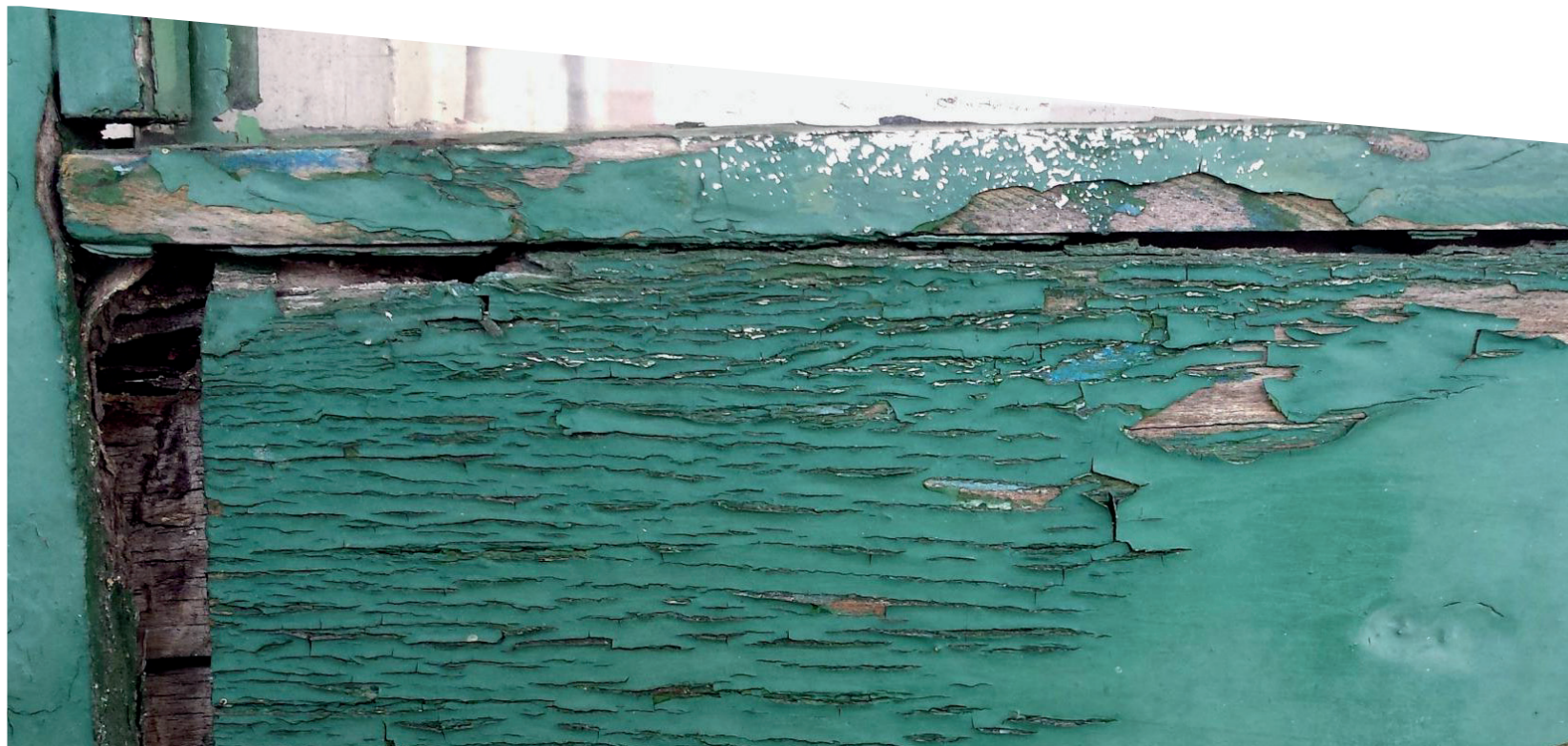
**How can you identify paint hazards in the report?**

When performing a lead inspection, inspectors will use a tool called a fluorescent X-ray analyzer (more commonly known as a XRF gun) to detect levels of lead in the paint. The results are documented in the report under the XRF section. These can be multiple pages. They will generally look like the following image below:

If the result of a sample taken is “Deteriorated” in the visual condition column and “Positive” in the result column, that sample is a paint hazard and that component of the home needs to be addressed by either abatement efforts or interim controls.

Job Id	Read #	Concent	Units	Result	Room	-->RoomChoice	Structure	-->Member	Substrate	Wall	Condition
4803	1258	0.9	mg/cm2	Calibration							
4803	1259	0.9	mg/cm2	Calibration							
4803	1260	0.9	mg/cm2	Calibration							
4803	1261	-0.1	mg/cm2	Calibration							
4803	1262	0	mg/cm2	Calibration							
4803	1263	-0.1	mg/cm2	Calibration							
4803	1264	0.2	mg/cm2	Negative	Apartment	Vestibule	Room	Wall	Drywall	A	Intact
4803	1265	0.2	mg/cm2	Negative	Apartment	Vestibule	Room	Baseboard	Wood	A	Intact
4803	1266	0	mg/cm2	Negative	Apartment	Vestibule	Door	Casing	Wood	A	Intact
4803	1267	0.2	mg/cm2	Negative	Apartment	Vestibule	Door	Jamb	Wood	A	Intact
4803	1268	0.1	mg/cm2	Negative	Apartment	Vestibule	Room	Wall	Drywall	B	Intact
4803	1269	2	mg/cm2	Positive	Apartment	Vestibule	Room	Baseboard	Wood	B	Intact
4803	1270	0	mg/cm2	Negative	Apartment	Vestibule	Closet	Casing	Wood	B	Intact
4803	1271	-0.1	mg/cm2	Negative	Apartment	Vestibule	Closet	Wall	Wood	B	Intact
4803	1272	0.1	mg/cm2	Negative	Apartment	Vestibule	Room	Wall	Plaster	C	Intact
4803	1273	-0.2	mg/cm2	Negative	Apartment	Vestibule	Room	Baseboard	Wood	C	Intact
4803	1274	0	mg/cm2	Negative	Apartment	Vestibule	Door	Threshold	Plaster	C	Intact
4803	1275	-0.2	mg/cm2	Negative	Apartment	Vestibule	Room	Wall	Plaster	D	Intact
4803	1276	0	mg/cm2	Negative	Apartment	Vestibule	Room	Baseboard	Wood	D	Intact
4803	1277	0.1	mg/cm2	Negative	Apartment	Hallway 1	Room	Wall	Plaster	A	Intact
4803	1278	-0.1	mg/cm2	Negative	Apartment	Hallway 1	Room	Baseboard	Wood	A	Intact
4803	1279	-0.5	mg/cm2	Negative	Apartment	Hallway 1	Door	Threshold	Plaster	A	Intact
4803	1280	0	mg/cm2	Negative	Apartment	Hallway 1	Room	Wall	Plaster	B	Intact
4803	1281	0	mg/cm2	Negative	Apartment	Hallway 1	Room	Baseboard	Wood	B	Intact
4803	1282	-0.1	mg/cm2	Negative	Apartment	Hallway 1	Room	Wall	Plaster	C	Intact

**Figure 3.7 Paint Hazard XFR Shots**



**How do you identify dust hazards on a lead report?**

When testing for dust, inspectors measure lead in micrograms per square foot (µg/ft2). They test the following surface areas for lead dust:

- Floors
- Window sills/stool
- Window troughs
- Porch Floors

The table on the right contains the hazard levels for each surface area tested in a dust test. If a surfaces area exceeds its hazard level, that sample is considered a dust hazard:

**Table 3.4 Dust Levels**

Surface Levels	Hazard Levels
Interior Floors	< 10 µg/ft2
Porch Floors	< 40 µg/ft2
Window Sills	< 100 µg/ft2
Window Troughs	< 100 µg/ft2

**Figure 3.8 Certificate of Analysis**

30105 Beverly Road  
Romulus, MI 48174  
Ph: 734-629-8161; Fax: 734-629-8431

**Certificate of Analysis: Lead In Dust Wipe by EPA Method 7000B/3050B\***

---

**Client :** [Redacted]

**Attn :** [Redacted]

**Phone :** [Redacted]

**Client Project :** [Redacted]

**Project Location :** [Redacted]

**Sampling Date :** 10/22/2019

**Date Received :** 10/24/2019

**Date Analyzed :** 10/24/2019

**Date Reported :** 10/24/2019 4:28:21PM

Lab Sample ID	Client Code	Sample Description	Length (inch)	Width (inch)	Area (Sq ft)	Results Lead µg/ft2 *
5032024	1	LIVING ROOM 1 F	12	12	1.00	<5.00
5032025	2	LIVING ROOM 1 WS A	2	38	0.50	<10.00
5032026	3	BEDROOM 2 F	12	12	1.00	<5.00
5032027	4	BATHROOM 3 F	12	12	1.00	<5.00
5032028	5	OFFICE 4 F	12	12	1.00	<5.00
5032029	6	OFFICE 4 WS A	7.75	38	1.94	<2.58
5032030	7	HALLWAY 5 F	12	12	1.00	<5.00
5032031	8	KITCHEN 6 F	12	12	1.00	<5.00
5032032	9	FR ENTRY A COMMON AREA F	12	12	1.00	8.93
5032033	10	SIDE ENTRY D COMMON AREA F	12	12	1.00	<5.00
5032034	11	SIDE ENTRY D COMMON AREA WS A	7.75	38	1.94	<2.58
5032035	12	HALLWAY COMM AREA D F	12	12	1.00	<5.00
5032036	13	BLANK	N/A	N/A	N/A	N/D




**How to identify soil hazards in a report?**

If there is bare soil around the structure of the property, an inspector will test for lead in the soil. The results of this test is typically one page and will look like the image below:

When testing soil, inspectors measure lead in parts per million (ppm). If the amount of lead equals or exceeds 1200ppm the soil is considered hazardous. Sometimes a soil sample is not necessary because a property has grass/cement that goes all of the way up to the structure of the house. As a result a soil analysis won't appear in the report. Speak with your certified lead inspector for more information.

**Figure 3.9 Certificate of Analysis (Soil)**



30105 Beverly Road  
Romulus, MI 48174  
Ph: 734-629-8161; Fax: 734-629-8431

**Certificate of Analysis: Lead In Soil by EPA SW-846 7420 and 3050B Method\***

---

Client : [REDACTED]

Attn : [REDACTED]      Email : [REDACTED]

Phone : [REDACTED]      Fax : [REDACTED]

Client Project : [REDACTED]

Project Location : [REDACTED]

AAT Project : [REDACTED]

Sampling Date : [REDACTED]

Date Received : [REDACTED]

Date Analyzed : [REDACTED]

Date Reported : [REDACTED]

---

Lab Sample ID	Client Code	Sample Description	Results Lead µg/g (PPM)	Calculated RL µg/g *
4629538	1	SOIL SAMPLE A	74.12	9.90
4629539	2	SOIL SAMPLE B	133.40	8.47
4629540	3	SOIL SAMPLE C	95.69	8.67
4629541	4	SOIL SAMPLE D	104.44	7.87

**Where is lead-based paint most commonly found in the home?**

Lead based paint was used until 1978 in the majority of homes. The following places are where lead-based paint is commonly found:



**Windows And Window Sills**



**Baseboards**



**Porches**



**Doors**



**Painted Siding**



**Interior Walls**

**How can lead be identified?**

Assume lead based paint may be present in all structures built prior to 1978. The EPA gives guidelines for the presence of lead based paint based on the year a structure was built.

**Table 3.5 EPA Lead Likelihood by Year Structure Built**

Year Structure Built	Lead presence likelihood
Pre 1940	87%
1941-1960	69%
1961- 1978	24%



## Options to Remediate

An owner of a rental property may not perform any work that disturbs more than 5 square feet per room of surfaces with lead present without a Renovation, Repair, and Painting license from the EPA. A RRP license also allows an owner or worker to perform interim controls for lead hazards. Below are ways to remediate lead-based paint:

### Interim controls

Interim controls are a set of measures designed to temporarily reduce human exposure or likely exposure to lead-based paint hazards including, but not limited to, specialized cleaning, repairs, maintenance, painting, temporary containment, ongoing monitoring of lead-based paint hazards or potential hazards. Can be performed by worker who is RRP certified or a state certified abatement worker. Lead clearance is good for 1 year.

### Abatement

#### Replace

Replacement means removing the lead-painted building part (such as a window) and replacing it with a new one that is not painted with lead-based paint. This method is mostly recommended for windows, doors, and other woodwork that are painted with lead-based paint. This is a permanent solution. Can only be performed by a state certified abatement worker. No additional lead clearance is needed if all lead hazards are replaced.

#### Enclosure

Enclosure means covering the lead-based paint with a solid, dust-tight barrier. The lead-based paint is enclosed behind the barrier. An enclosure keeps the lead-based paint away from the rest of the building. It keeps lead away from the building occupants. The materials used to enclose the lead-painted surface must be durable. Enclosure does not permanently remove the lead-based paint. Enclosures must be monitored for damage and deterioration. Examples of materials used to build enclosures include Drywall, Plywood and Tile. Can only be performed by a state certified abatement worker. Lead clearance is good for 2 years.

### Encapsulation

Encapsulation means coating the lead-painted surface with a thick, durable sealing material. The coating prevents lead dust from being released. Encapsulates are best used on building materials that are in good condition. Encapsulates must be strong enough so you can't easily break or chip the surface. They must completely cover the lead surface and have a dust-tight seal. Encapsulates must be flexible and strong. Encapsulation does not permanently remove the lead-based paint. Examples of materials used encapsulate lead-based paint include Vinyl, Fiberglass and wood. Encapsulates do not work on all surfaces and can only be performed by a state certified abatement worker. Lead clearance is good for 5 years.

### Removal

Removal means taking off lead-based paint. Removal methods create a lot of lead dust and waste. This is a permanent solution. Paint can be removed by using one or more of the following methods:

- Wet scraping down to the substrate
- Wet planing
- Chemical stripping
- Vacuum and water blasting (exterior only)

**Can only be performed by a state certified abatement worker. No additional lead clearance is needed if all lead hazards are removed.**



## Laws Regulating Lead

### City of Detroit

The Property Maintenance Code of the Detroit City Code Chapter 8, Article 15, Division 3, Subdivision B requires the following:

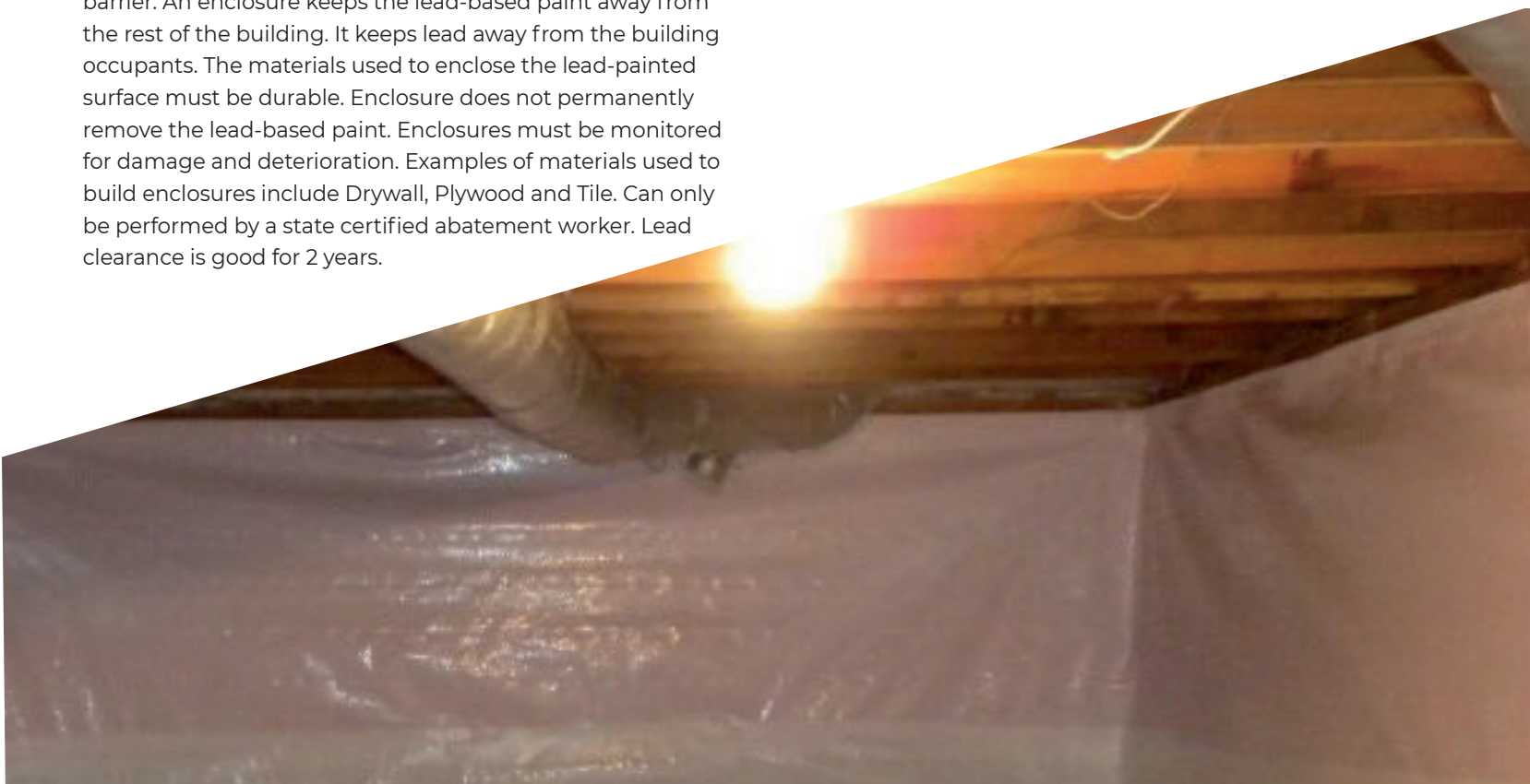
- If lead based paint hazards exist, the hazards must be reduced or controlled using interim controls and or abatement prior to a tenant occupying the rental property.
- After Interim Controls and/or Abatement are performed by properly trained and certified and individuals, the owner must obtain a clearance inspection and lead clearance.

### State of Michigan

According to the State of Michigan Public Health Code (MCL 333.5475a), it is a criminal offense in Michigan to rent a residential housing unit to a family with a minor child who is found to have an elevated blood lead level where the property owner or manager has knowledge that the rental unit contains a lead-based paint hazard. Penalties include up to 93 days in jail and/or fines up to \$5,000.00 for first time offenders. Fines increase to \$10,000.00 for subsequent offenders.

### Federal Law

Federal law requires landlords to disclose all known lead hazards to tenants at the time of lease or lease renewal. This disclosure must occur even if the hazards have been reduced or abated. Failure to disclose this information results in a violation of US Department of Housing and Urban Development and the U.S. Environmental Protection Agency regulations at 24 CFR Part 35 and 40 CFR Part 745 and can result in a fine of up to \$11,000 per violation.



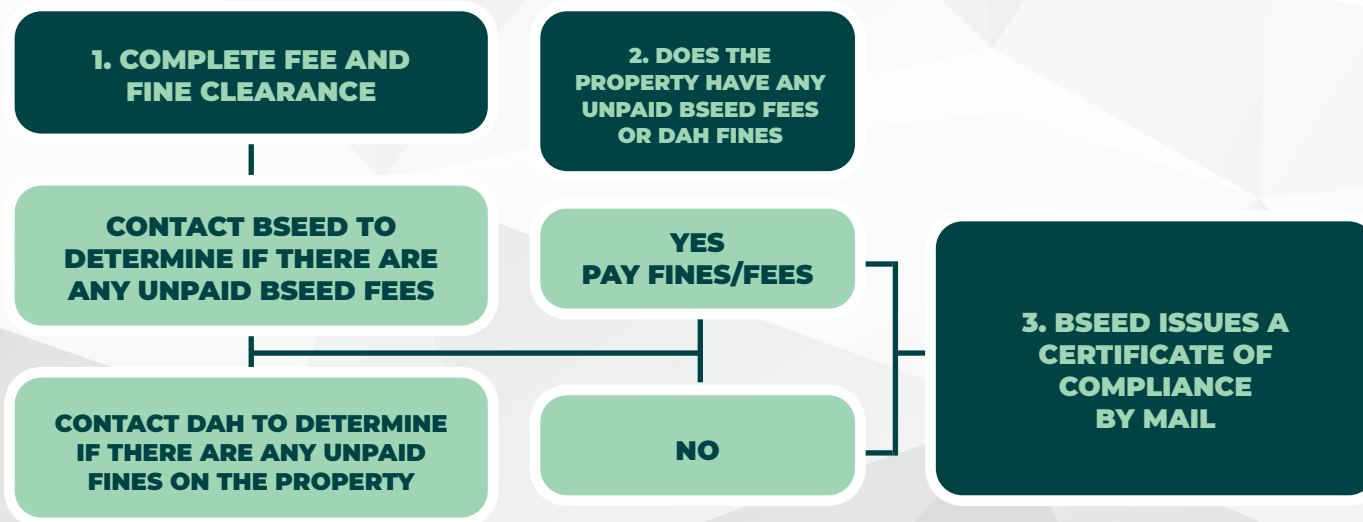


#### 4. Obtaining a Certificate of Compliance

The final step of the rental compliance process is to obtain a certificate of compliance.

After registering the property, passing a rental inspection and obtaining a lead clearance, there are administrative tasks that need to be completed in order to obtain a certificate of compliance. For landlords that own 3+ unit properties, they must call BSEED Property Maintenance at 313-628-2451, and ask if they have any unpaid BSEED fees. They must also reach out to the Department of Appeals and Hearings, or visit their website, to inquire if they have in unpaid blight violation tickets in their name.

**Figure 3.10 Obtaining A Certificate of Compliance**



For landlords that own 1-2 unit properties, they must contact the Third-Party inspection company they're working with and ask if they have any unpaid BSEED fees. They must also reach out to the Department of Appeals and Hearings, or visit their website, to inquire if they have in unpaid blight violation tickets in their name.

Once it is determined that a landlord has no unpaid BSEED fees or unpaid fines to DAH on that specific property, BSEED Property Maintenance will issue a Certificate of Compliance. To the right is an image of a certificate of compliance with gold seal:



**Figure 3.11 Certificate of Compliance**

#### Staying current on Certificates of Compliance

The table below displays the requirements for rental properties when it comes to continual renewal of a Certificate of Compliance. 1-2 unit structures are on a 3 year cycle. 3+ unit properties are on a 2 year cycle:

**Table 3.6 Frequency of Certificates of Compliance**

TYPE OF PROPERTY	WHEN MUST YOU RENEW YOUR C OF C?
1-2 Family Units	Renew Certificate of Compliance by fulfilling registration requirement, rental inspection requirements, and any applicable lead requirements This must occur before the expiration date on your C of C.
3 or More Family Units, Apartment Building, Condominiums, Co-op's, Mixed Used, Rooming Houses and Townhomes	Renew Certificate of Compliance by fulfilling registration requirement, rental inspection requirements, and any applicable lead requirements This must occur before the expiration date on your C of C.





### What if my property is Vacant?

Within 30 days of a structure becoming vacant, the owner of the vacant building must register the property with BSEED Property Maintenance. They are able to do this by filling out the application below:

**M3 - APPLICATION FOR CERTIFICATE OF REGISTRATION VACANT PROPERTY OR STRUCTURE**

Property Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Square Footage: \_\_\_\_\_ Year Constructed: \_\_\_\_\_  
 Usage: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

---

**PROPERTY OWNER INFORMATION**  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

\*If all owners reside out side of the state of Michigan, you must provide the local responsible person information requested below  
 \*All owners must be listed on this application, please attach additional applications as needed

---

**LOCAL RESPONSIBLE PERSON INFORMATION**  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

---


**LEGAL OR EQUITABLE INTEREST PARTY INFORMATION**  
 e.g., Bank, Lien Holder, Financial Institution  
\*All Legal and/or equitable interest parties must be listed on this application, please attach additional applications as needed

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

---

**PLAN AND TIMELINE**  
 My property is in:  Good Condition  Fair Condition  Poor Condition  
 I plan to:  
 Demolish On or Before \_\_\_\_\_  Offer Rent On or Before \_\_\_\_\_  Offer Sell On or Before \_\_\_\_\_  
 Maintain the property vacant and secure in compliance with Section 8-15-45 and 8-15-113 of the Detroit Property Maintenance Code

**I hereby certify that the above information is correct and that I am the legal owner or an authorized representative of the owner.**  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner or Authorized Representative)  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ A.D. \_\_\_\_\_ County, Michigan  
 Signature: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_  
(Notary Public)  
 Notary Public, \_\_\_\_\_ County, Michigan



M3 - VACANT PROPERTY OR STRUCTURE

Page 1 of 1

**Figure 3.12 Application for Certificate of Registration**

This form is found on the BSEED website at <https://detroitmi.gov/sites/detroitmi.localhost/files/2018-05/Vacant-Property-Registration.pdf>.

The owner must either bring the completed application to BSEED Property Maintenance, email it to rental@detroitmi.gov or mail it to BSEED Property Maintenance at 2 Woodward Avenue, Suite 412, Detroit MI 48226.

The vacant building will have an exterior inspection scheduled and conducted by BSEED Property Maintenance. There will be \$100 fee for the exterior inspection. If the vacant building has no violations, the owner will be issued an Exterior Certificate of Compliance. Below is an example of an Exterior Certificate of Compliance:

**The following are tips to preserve maintenance of the exterior of a vacant property:**

- Grass and weeds are not permitted to grow past eight inches
- All dead or broken tree limbs or shrubbery are cut and removed
- The interior walkway leading to the main entry and adjoining public sidewalk is kept free from snow
- Debris, garbage, and rubbish including mail and flyers do not accumulate'
- The foundation, basement or crawlspace is maintained in a sound and watertight condition adequate to support the building and prevent entry
- Exterior walls are maintained free of holes preventing any interior exposure to the elements
- Peeling paint is removed from all exterior surfaces
- Exterior windows and doors are maintained in good repair, or openings secured with commercial quality steel security panels or filled with like kind material as the surrounding wall to prevent trespass
- Openings less than one foot in area and higher than eight feet off the ground may be boarded with plywood
- All exit areas have continuous exterior lighting from dusk to dawn, which may be met by battery or solar powered lighting
- A weather protected notice is posted on the side of the structure indicating the name and telephone number of a local contact person regarding the property.

If you have further questions about this process and need to get in contact with this division, their office is located at the Coleman A. Young Municipal Center 2 Woodward Avenue, Suite 412, Detroit, MI 48226. You may also call 313-628-2451.



**City of Detroit**  
**Buildings, Safety Engineering and Environmental Department**  
**Property Maintenance Division**  
 Coleman A. Young Municipal Center  
 2 Woodward Avenue, 4th Floor, Suite 412, Detroit, Michigan 48226  
 (313) 628-2451

**CERTIFICATE OF COMPLIANCE**  
**VACANT PROPERTY - EXTERIOR**

Issue Date: 01/13/2020

Issued To: \_\_\_\_\_

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

(Seal)

David Bell, Director

**EXPIRATION DATE: 01/13/2021**

This property has been inspected and found to be in compliance with the Correction Order Issued under the authority of the Property Maintenance Code of the City of Detroit.  
 Failure to maintain these premises in good repair shall be cause for termination of this certificate.

**Figure 3.13 Certificate of Compliance Vacant Prop.**



## Section 4: Enforcement

The purpose of this section is to explain the consequences if a landlord is not in compliance with the rental ordinance. The following tickets are issued by different departments, but all fines are paid to the Department of Appeals and Hearings (DAH). To learn how to pay these fines at DAH, refer to section one of the guide.



### Rental Tickets

Rental Ordinance can be ticketed by Property Maintenance for the following issues on table below

**Table 4.1 Rental Tickets and Violations**

Violation	First Offense	Second Offense	Third Offense
Failure to Register	\$250.00	\$350.00	\$500.00
Failure to obtain a lead clearance	\$500.00	\$1,000.00	\$2,000.00
<i>1-2 family rental properties</i>			
<i>All other rental properties (except for buildings with five or more stories)</i>	\$1,000.00	\$2,000.00	\$4,000.00
<i>Rental properties with 5 or more stories</i>	\$2,000.00	\$4,000.00	\$8,000.00
Failure to obtain a Certificate of Compliance	\$250.00	\$500.00	\$1,000.00

### Emergency Tickets

A rental property can also receive an emergency ticket if the subject property poses an imminent danger, is in unsafe or unsanitary condition, or if unlawful occupancy is occurring. The table below displays the fines associated with emergency tickets:

**Table 4.2 Emergency Tickets and Violations**

Type of Property	First Offense	Second Offense	Third Offense
One-or two-family dwelling	\$500.00	\$1,000.00	\$1,500.00
All other structures, except buildings with five or more stories	\$1,000.00	\$1,500.00	\$2,000.00
Buildings with five or more stories	\$1,500.00	\$3,000.00	\$5,000.00

### Vacant Property Tickets

Vacant properties that are not in compliance can be ticketed by Property Maintenance for the following issues:

**Table 4.3 Vacant Tickets and Violations**

Violation	First Offense	Second Offense	Third Offense
Failure of the owner to obtain a Certificate of Registration for Vacant Property	\$250.00	\$375.00	\$500.00
Failure to maintain a vacant building or structure	\$500.00	\$750.00	\$1,000.00
<i>1-2 family rental properties</i>			
<i>All other rental properties (except for buildings with five or more stories)</i>	\$750.00	\$1250.00	\$1,500.00
<i>Rental properties with 5 or more stories</i>	\$1,000.00	\$2,000.00	\$3,000.00
Failure to obtain a Certificate of Compliance	\$250.00	\$500.00	\$1,000.00



**Environmental Tickets And Associated Fines**

**Table 4.4 Environmental Tickets and Violations**

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Failure to remove snow and ice			
<i>1-2 Family Units</i>	\$50.00	\$125.00	\$250.00
<i>All other structures</i>	\$100.00	\$250.00	\$500.00
Weeds or plant over growth All structures	\$50.00	\$125.00	\$250.00
Rodent harborage All Structures	\$100.00	\$250.00	\$500.00
Failure to remove an in-operable or unlicensed motor vehicle	\$100.00	\$250.00	\$500.00
Having multiple curbside containers (City issued garbage cans) without approval from DPW	\$1,500.00	\$2,500.00	\$5,000.00
Improper storage and separation of solid waste for collection day	\$200.00	\$300.00	\$500.00
Dumping, storing or depositing solid waste less than 5 cubic yards on any publicly-owned property, or private property or water, without permit or dumping, storing or depositing solid waste less than 5 cubic feet from a moving vehicle on any publicly-owned property, or private property or water, without permit	\$200.00	\$201.00 to \$500.00	\$201.00 to \$500.00
Allowing bulk solid waste to lie or accumulate on or about the premises			
<i>Less than 5 cubic yards</i>	\$200.00	\$201.00 to \$500.00	\$201.00 to \$500.00
<i>5-10 cubic yards</i>	\$500.00	\$501.00 to \$1,000.00	\$501.00 to \$1,000.00
<i>10+ cubic yards</i>	\$1,000.00	\$1,001.00 TO \$2,500.00	\$1,001.00 TO \$2,500.00





### Who can I talk to when I'm issued a rental ticket?

If a property owner has questions regarding tickets that have been issued by BSEED Property Maintenance they can talk to the inspector that issued the ticket or their supervisor. Before talking to the inspector or supervisor it is important to have the following documents available. Please send your inquiry to [rental@detroitmi.gov](mailto:rental@detroitmi.gov) and someone will follow up with you.

- Lead Inspection/Risk Assessment & Lead Clearance- if mistakenly ticketed for failure to obtain a lead clearance

- Closing documents and/or Recorded Deed- if the property subjected to enforcement was sold and is no longer in the name of the recipient of the ticket
- Principal Residency Exemption (PRE) – if the property subjected to enforcement is the primary residence of the recipient of the ticket
- Recorded Land Contact – if mistakenly ticketed as a rental
- Notarized Management Agreement – if person managing the subject property would like to speak on behalf of the owner

### How do I look up a ticket issued to my property and/or pay?

Property owners may view tickets issued to their property by going online at the Department of Appeals and Hearings (DAH) website at <https://app.detroitmi.gov:8443/DAHOnline/>

**There are two options to view your ticket(s) on this website:**

1. Enter the ticket number in the field that states "Enter a Ticket Number"
2. Enter the property owner's last name or property address

The first option will take you to the exact ticket and the second option will show all tickets issued to that owner or property address. The ticket will have the following information:

- Ticket Number & Issued Date
- Violation Address and Violators Name with Mailing Address
- Department & Inspector that issued the violation
- Code Violation and fines
- Hearing Date
- Judgment's owed and paid
- Disposition/Transaction History

You may also pay your tickets on this website when you search an exact ticket and click on "Add Amount to Basket" button first and then the "Check-out Payment(s)" button next. You may also pay your tickets by in person at the Coleman A. Young Municipal Center 2 Woodward Avenue, Suite 1004, Detroit, MI 48226 or by calling 313-224-0098 and pay with Visa/MasterCard (debit/credit).

### Next steps after being issued a ticket?

If a property owner receives a ticket, they are required to go to their hearing date at the Department of Appeals and Hearings. Their hearing date/time is located on the ticket.

The DAH "Blight Court" is located at the Coleman A. Young Municipal Center 2 Woodward Avenue, Suite 1004, Detroit, MI 48226.

If a landlord needs to adjourn their hearing date, they may call DAH at 313-224-0098. There will be a \$20 adjournment fee that they will have to pay over the phone as well.

### Right to Appeal an Inspection

Under the City of Detroit Code, the owner of property has a right to appeal a inspection. If an owner refuses to allow an inspection, the inspector shall provide a notice of pre-inspection rights which shall include information that the owner is entitled to a pre-compliance review of the inspection by a neutral hearing officer at the Department of Appeals and Hearings to determine the purpose, scope, and propriety of the inspection. To learn more about this please visit the following Municode link: [https://library.municode.com/mi/detroit/codes/code\\_of\\_ordinances?nodeId=PTIVDECO\\_CH8BUCOPRMA\\_ARTXVPRMACO\\_DIV2ADEN\\_S8-15-34ENINNOPSPRIPR](https://library.municode.com/mi/detroit/codes/code_of_ordinances?nodeId=PTIVDECO_CH8BUCOPRMA_ARTXVPRMACO_DIV2ADEN_S8-15-34ENINNOPSPRIPR)

### Suspension of a Certificate of Compliance:

BSEED may suspend or deny a Certificate of Compliance for a property where the owner either fails to comply with one or more blight violation notices on that property, or owes property taxes on that property that have been delinquent for one year or more. An owner aggrieved by the suspension or denial of a Certificate of Compliance is entitled to a hearing before a hearing officer designated by the Director of Department of Appeals and Hearings. A request for a hearing on the suspension of a Certificate of Compliance shall be in writing addressed to the Director of the Buildings, Safety Engineering, and Environmental Department and must be made within seven days after the date of the notice of suspension or denial of the Certificate.





## Section 5: Additional Resources

# EXTERNAL RESOURCES

### A Practical Guide For Tenants And Landlords

<https://www.legislature.mi.gov/Publications/tenantlandlord.pdf>

### Department Of Administrative Hearings Blight Manuel

[https://detroitmi.gov/sites/detroitmi.localhost/files/2018-03/Blight\\_Manual.pdf](https://detroitmi.gov/sites/detroitmi.localhost/files/2018-03/Blight_Manual.pdf)

### Protect Your Family From Lead In Your Home

[https://www.epa.gov/sites/production/files/2020-01/documents/lead\\_in\\_your\\_home\\_brochure\\_color\\_2019.pdf](https://www.epa.gov/sites/production/files/2020-01/documents/lead_in_your_home_brochure_color_2019.pdf)

### Renovation, Repair And Painting Rule

<https://www.epa.gov/lead/lead-renovation-repair-and-painting-program-rules>

### Michigan Lead Sade Home Program

[https://www.michigan.gov/documents/lead/LSHP\\_App-English\\_626198\\_7.pdf](https://www.michigan.gov/documents/lead/LSHP_App-English_626198_7.pdf)

# CITY OF DETROIT RESOURCES

### Application For Certificate Of Registration Vacant Property Or Structure

[https://detroitmi.gov/sites/detroitmi.localhost/files/forms/2019-11/M3\\_PM%20Vacant%20Property%20Registration.pdf](https://detroitmi.gov/sites/detroitmi.localhost/files/forms/2019-11/M3_PM%20Vacant%20Property%20Registration.pdf)

### How To Establish Water Service

<https://detroitmi.gov/sites/detroitmi.localhost/files/2019-08/How%20to%20Establish%20Service%20Checklist%20-%202019.pdf>

### Affidavit Of Lessee Responsibility For Water And Sewerage Bills Individual Owner Acknowledgement

[https://detroitmi.gov/Portals/0/docs/DWSD/affidavit\\_of\\_lessee\\_responsibility.pdf](https://detroitmi.gov/Portals/0/docs/DWSD/affidavit_of_lessee_responsibility.pdf)

### Notification Of Vacating Of Premise

[https://detroitmi.gov/sites/detroitmi.localhost/files/2018-05/vacate\\_document.pdf](https://detroitmi.gov/sites/detroitmi.localhost/files/2018-05/vacate_document.pdf)

# FIGURES & TABLES

## SECTION ONE

### TABLES

Rental Ordinance Full Process Map 5

## SECTION TWO

### TABLES

Table 2.1 City Depts. Involved In Rental Housing 7  
Table 2.2 Difference Btwn. BSEED Fee and Tickets 10  
Table 2.3 When A Permit Is Needed 12  
Table 2.4 Breakdown of DAH Ticket 13

### FIGURES

Figure 2.1 Building Permit Application 11  
Figure 2.2 Blight Violation Notice 13

## SECTION THREE

### TABLES

Table 3.1 Registration & Inspection Frequency 20  
Table 3.2 Contacting a Rental Inspector 23  
Table 3.3 Components of a Rental Inspection 24-25  
Table 3.4 Dust Levels 29  
Table 3.5 EPA Lead Likelihood 31  
Table 3.6 Frequency of Certificates 35

### FIGURES

Figure 3.1 Four Steps of Compliance 19  
Figure 3.2 Registration of Rental Property 21  
Figure 3.3 Certificate of Registration 22  
Figure 3.4 Completing a Rental Inspection 23  
Figure 3.5 Complete a Lead Inspection/Clearance 26  
Figure 3.6 Lead Inspection Report 27  
Figure 3.7 Lead Inspection Paint Hazards 28  
Figure 3.8 Certificate of Analysis Dust 29  
Figure 3.9 Certificate of Analysis Soil 30  
Figure 3.10 Obtaining Certificate of Compliance 34  
Figure 3.11 Certificate of Compliance 34  
Figure 3.12 Application for Certificate of Registration 36  
Figure 3.13 Certificate of Compliance Vacant Prop. 37

## SECTION FOUR

### TABLES

Table 4.1 Rental Tickets and Violations 39  
Table 4.2 Emergency Tickets and Violations 39  
Table 4.3 Vacant Tickets and Violations 39  
Table 4.4 Environmental Tickets and Violations 40





# GLOSSARY OF TERMS

## **BSEED Fees**

Any fee that is payable to Buildings, Safety Engineering and Environmental Department. These need to be paid before BSEED Property Maintenance will issue a Certificate of Compliance.

## **Certificate of Compliance (C of C)**

A document assigned to a property that allows the property to be legal rental in the City of Detroit. It has passed conditional inspection and has obtained a lead clearance. C of C's are good for 3 years on 1-2 family unit properties, and for 3+ unit properties, they are good for 2 years.

## **Certificate of Rental Registration**

Certificate provided by BSEED to indicate a property is registered. Contains a unique registration date.

## **Change of Ownership**

When a property has been registered as a rental previously with the City of Detroit, but a new owner has taken over the property.

## **Chewable surfaces, friction surfaces, or impact surfaces**

Chewable: the surface is the right height and angle for children to chew on it. Friction: Friction occurs when there is up and down, back and forth, or rubbing movement. This friction creates lead dust that can cause lead poisoning in children. Impact Surfaces locations where people moving furniture or other objects, children playing with toys, etc. often run into the surface. The impact is often hard enough to knock paint off the surface.

## **DAH Blight Clearance**

A certification stating that you don't have any unpaid blight tickets to the Department of Appeals and Hearings.

## **Environmental Protection Agency (EPA)**

A federal agency that is responsible for creating standards and laws promoting the health of individuals and the environment. The EPA is responsible for regulating federal dust hazard levels and administering RRP certification.

## **Initial Registration**

The first time the rental property is being registered by a unique owner.

## **Lead Abatement**

An activity to reduce levels of lead, particularly in the home environment, generally to permanently eliminate lead-based paint hazards, in order to reduce or eliminate incidents of lead poisoning.

## **Lead Abatement Worker/Supervisor/Company**

Worker: A person, working under an abatement supervisor, that works to eliminate lead based hazards in property

Supervisor: An incumbent that customarily and regularly directs the work of two or more career employees working in a lead abatement company.

Company: an entity certified to employ lead abatement workers and supervisors .

## **Lead Clearance**

An activity conducted following lead-based paint hazard reduction activities to determine that the hazard reduction activities are complete and that no lead-based paint hazards exist on the property.

## **Lead Hazard**

Any condition that causes exposure to lead from dust-lead hazards, soil-lead hazards, or lead-based paint that is deteriorated or present in chewable surfaces, friction surfaces, or impact surfaces, and that would result in adverse human health effects.

## **Lead Inspection and Lead Risk-Assessment also referred to formally as "LIRA" and informally as "Lead Combo Inspection"**

A lead-based paint inspection identifies any lead present on the property. The lead risk assessment determines if any of the lead found is a hazard. Both an inspection and risk assessment are required under the Detroit Rental Ordinance and are often completed by the same inspector.

- A lead inspection is a surface-by-surface investigation to determine whether there is lead-based paint in a home and where it is located. The inspection will generally cost anywhere \$400 and \$700.
- A risk assessment is an on-site investigation to determine the presence, type, severity, and location of lead-based paint hazards (including lead hazards in paint, dust, and soil) and provides suggested ways to control them.

## **Lead Inspector/Lead Risk Assessor**

To determine if lead is present in your home, first you must hire a certified lead inspector and a certified risk assessor. Certified inspectors use an XRF instrument to measure and identify lead. Certified risk assessors use those findings to determine if any lead found is a lead-hazard. Sometimes, the same professional holds both certifications.

## **Lead Interim Controls**

A set of measures designed to reduce temporarily human exposure or likely exposure to lead-based paint hazards, including specialized cleaning, repairs, maintenance, painting, temporary containment, ongoing monitoring of lead-based paint hazards or potential hazards, and the establishment an operation of management and resident education programs.

## **Lead Paint**

Material surface coatings that contain lead equal to or exceeding 1.0 milligram per square centimeter or 0.5 percent by weight or 5,000 parts per million (ppm) by weight.

## **Lead Remediation**

A measure or set of measures which are designed or performed specifically to reduce or eliminate lead-based paint hazards in target housing and child-occupied facilities. Lead remediation includes, but is not limited to, abatement, interim controls and clearance examinations.

## **Potential Lead Hazard**

Any potential condition that causes exposure to lead from dust-lead hazards, soil-lead hazards, or lead-based paint that is deteriorated or present in chewable surfaces, friction surfaces, or impact surfaces, and that would result in adverse human health effects.

## **Principal Residence Exemption (PRE)**

Exempts a principal residence from the tax levied by a local school district for operating purposes, up to 18 mills.

## **Renewal Registration**

A subsequent registration for a rental property by the same owner who completed the initial registration.

## **Renovation, Repair and Painting (RRP) Rule**

Requires that firms performing renovation, repair, and painting projects that disturb lead-based paint in homes, child care facilities and pre-schools built before 1978 have their firm certified by EPA (or an EPA authorized state), use certified renovators who are trained by EPA-approved training providers and follow lead-safe work practices.

## **Rental Inspection**

An inspection performed on properties to examine any health and safety issues.

## **Section 8 Housing**

The Section 8 program allows private landlords to rent apartments and homes at fair market rates to qualified low income tenants, with a rental subsidy administered by Home Forward. Section 8 housing inspection does not automatically substitute a rental inspection with either BSEED or a authorized Third-Party.

## **Third Party Inspection Company**

A company that is authorized, by the City of Detroit, to perform a rental inspection on properties with 1-2 units.

## **Type of Dwelling**

Dwelling is determined by the number of units you have in the structure of the property.

## **Non-rental Affidavit**

A document stating that a current structure is not a rental and is occupied by an immediate family member of the property owner.

## **Rental Property**

A non-owner-occupied dwelling unit(s) that:

- Is or are let or occupied by persons, including a family member of the owner, pursuant to an oral or written rental contract, or lease, or other oral or written agreement or understanding for occupation, with or without monetary compensation; or
- Will be offered for occupancy under an oral or written rental contract or lease, or other oral or written agreement or understanding for occupation, with or without monetary compensation to any person; or
- Is or are contained within a building with two or more dwelling units that are not occupied by the owner; or
- Has or have been advertised to the public or previously registered with the City as rental property.

## **Immediate family member**

A sibling, parent, grandparent, child, or grandchild.

## **Vacate Notice**

An order stating that a structure may not be occupied.

## **Emergency Order**

A mandate by an authorized city official.





"NOW THE LORD IS THA  
AND WHERE THE SPIRIT  
LORD IS, THERE I



## **CONTACT**

### **BUILDINGS SAFETY ENGINEERING & ENVIRONMENTAL DEPARTMENT**

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