

CITY OF SAULT STE. MARIE
RENTAL REGISTRATION FORM 2/15/2024 THRU 2/14/2025
REGISTRATION FORM AND \$10 FEE DUE BEFORE 2/15/2024

Part I. Rental Property Information:

Rental Property Address:			
Tax Parcel ID Number:			
Number of Dwelling Units:*		Number of Buildings with Dwelling Units:	
Number & Location of Parking Spaces on the Property:			
If Tenants do not Park on Property, Where do they Park?:			

Part II. Owner(s) Information:

Owner Name(s):			
Address:			
City, State, Zip			
Daytime Phone:			
Email Address:			

(NOT REQUIRED)

Part III. Local Agent Information:

(Local Agent required if owner(s) does not live in Chippewa County. The Local Agent must live in Chippewa County.)

Local Agent Name:			
Address:			
Daytime Phone:			
Email Address:			

(NOT REQUIRED)

Part IV. Rental Property Inspection Checklist:

The Residential Rental Registration process requires landlords to certify that the units being registered comply with a minimum set of standards from City's Property Maintenance Code. This registration form includes these minimum standards in checklist form to assist you in reviewing the condition of your unit(s). The minimum standards represent the minimum safety requirements for certification. Please note that you must maintain your property in compliance with *all* provisions of the Property Maintenance Code, even those not listed on this checklist.

To view a copy of the Property Maintenance Code online, visit the City's website at www.saultcity.com. Paper copies of the Code are available for viewing during regular business hours at the Building Department, located on the second floor of City Hall, 225 East Portage Avenue.

The annual registration fee is \$10.00 and must be paid prior to February 15, 2024, to avoid late fees. For additional information concerning fees and/or for not complying with ARTICLE VIII – REGISTRY OF OWNERS AND PREMISES of the Sault Ste. Marie Michigan, Code of Ordinances, contact the City Building Department or visit www.saultcity.com. For your information a list of frequently asked questions is listed on the back of this page. Please retain a copy of the forms for future reference. For your records, you may wish to have tenants sign documentation confirming that their unit complies with the items on the list.

Failure to comply with code sections may result in units or buildings being declared unfit for habitation until repairs are made.

**** This number should equal the total number of dwelling units in the building including units which are rented, vacant, or occupied by the property owner. This information will ensure that an existing grandfather status is continuously maintained on a dwelling unit through periods in which it may be owner-occupied or vacant and not available for rent.***

Is my property a residential rental?

If the property contains a residential dwelling unit and the unit is not occupied by the property owner, the property is considered a residential rental property and must be registered. To be considered the property owner, the occupant of the dwelling unit must be named on the property title or deed. Vacant properties do not have to be registered. Note that an occupied property is considered a rental even if its occupant pays no rent to the owner.

Do I fill out a form for each building?

Each building with a separate address containing one or more residential units must be registered separately. The City sends out the residential registration forms for each previously registered rental property for the yearly registration. If you need a registration form for your property, please contact the City or download one from our website www.SaultCity.com.

What if I don't return my forms?

If the forms are not returned the property will not be registered. If the property is deemed an unregistered residential rental property, the City may request an inspection of the individual units and common areas. Refusal of the request shall be a presumption that the individual units do not comply with the City's Code requirements. Please note that property owners or agents who fail to return forms are still subject to all fees associated with the Residential Rental Registration Program. This includes fees that would be charged for non-compliance with items included on the Rental Inspection Checklist.

What do I need to do if I'm purchasing a rental property or my property becomes a rental?

If you purchase residential rental property that is to continue to be rental property, you must register the rental property as the new owner. If you have property that becomes rental property, you must register the residential property within forty-five (45) days of either the purchase of the property or the use of the property as a rental.

What if I change my address?

You need to contact the City to report any address changes for you or your local agent. The City should be notified in writing of such address changes within ten (10) days of the change.

What if the residential property is not being used as a rental?

If the residential property is no longer a residential rental property it must be "owner occupied" or "vacant". Please note on the form that the property is now "owner occupied" or "vacant" and sign, date and mail the form back to the City. If you are unsure if your property is considered a rental, please see the "Is my property a residential rental?" FAQ at the top of the left column on this page.

I own a property but live outside Chippewa County.

With the registration of your residential rental property, you must also name a local agent that is a resident of Chippewa County. The agent would act in your behalf to resolve any issues at the rental property. The agent would be authorized to also receive any notices regarding problems that may exist at the rental property.

When do I have to return my forms to the City?

2024-2025 forms must be *completed, signed, dated* and returned to the City at *225 E Portage Avenue, Sault Ste. Marie, MI 49783* **prior to February 15, 2024**. Any previously non-rental units must be registered within 45 days of becoming a rental.

What if I cannot paint my house in the winter?

If you cannot paint due to the weather, you should contact the City to discuss the matter. The Building Department may be able to delay the assessment of late fees and non-compliance fees provided the owner presents a time-specific plan to paint the building.

What are the fees?

The fee for a timely returned rental registration is \$10/year. For registrations received up to forty-five days late, a registration fee of \$25 is charged. Registrations submitted more than forty-five days late shall be assessed a \$100 fee.

City of Sault Ste. Marie Contact Information:

Robert Brown, Ordinance Enforcement Officer

Mail: 225 E Portage Avenue 49783

Telephone: (906) 632-5701

E-mail: rbrown@saultcity.com

www.saultcity.com

City of Sault Ste. Marie

2024 Rental Inspection Checklist

Address: _____

Fire Safety	A minimum of one (1) smoke detector must be installed in each bedroom. Additional detectors must be installed in the immediate vicinity of bedrooms as well as at least one (1) on every floor, including basements. (704.6.1)
	Every sleeping room located below the fourth story and in basements must have at least one (1) openable window or exterior door adequate for emergency escape or rescue or have access to not less than two (2) approved independent exits. (702.4)
	Bars or screens placed over escape windows must be releasable or removable from the inside without the use of a key, tool, or greater force than is required to operate the window. (702.4.2)
	All egress doors shall be readily openable from the side which egress is to be made without the need for keys, special knowledge, or effort. (702.3)
	Exterior property and premises, and the interior of every structure, shall be free from rubbish and garbage (308.1)
	The means of egress from a structure including exits, stairways, doors, and any panic hardware installed thereon must be at all times maintained in a safe condition, available for immediate utilization, and free of all obstructions. Rubbish, garbage or other materials must not be stored or allowed to accumulate in stairways, passageways, doors, windows, fire escapes or other means of escape. (702.1)
	Common halls and stairways in occupancies of three (3) or more residential units shall be lighted at all times with a minimum 60-watt incandescent light bulb (or equivalent) per 200 square feet of floor area. (402.2)
Interior Building Safety	All structures shall be kept free from insect, birds, bats, rodent, vermin, or any other pest infestation. (309.1) The occupant of any structure shall be responsible for the continued pest-free condition of the structure except where an infestation is caused by a defect in the structure. In such cases, the owner shall be responsible. (309.5) Where rodents are found, they shall be promptly exterminated by approved processes not injurious to human health and measures shall be taken to prevent reinfestation. (309.1)
	Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms and bathrooms. Cooking appliances, portable heaters, etc., shall not be used to provide space heating to meet these requirements. (602.2)
	All interior stairs and railings shall be maintained in sound condition and good repair. (305.4) Every handrail and guard shall be firmly fastened and capable of supporting the imposed loads. (305.5)
	Stairs having more than four (4) risers shall have a handrail on at least one (1) side of the stair located between thirty (30) and forty-two (42) inches above the nose of the tread or walking surface. Open portions of a stair, landing, balcony, deck, ramp, or other walking surface which are more than thirty (30) inches above the floor or grade below shall have guards of at least thirty (30) inches in height above the walking surface unless exempted by the Michigan Building Code. (307.1)
	The size and usage of appliances and equipment shall serve as a basis for the electrical service capacity. All dwelling units shall be served with a minimum of a three-wire, 120/240 volt, single phase, electrical service having a rating at least sixty (60) amps. (604.2)
	All structural support members shall be maintained free from deterioration and shall be capable of safely supporting the imposed live and dead loads. (305.2)
Plumbing Safety	Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which shall be maintained in a sanitary, safe working condition. The kitchen sink shall not be used as a substitute for the required lavatory. (502.1)
	All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks, and defects and be capable of performing the function for which such plumbing fixtures are designed. (504.1)

SEE NEXT SIDE FOR ADDITIONAL REQUIREMENTS

Electrical Safety	Electrical defects which constitute a hazard to occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage shall be corrected to eliminate the hazard. (604.3)
	Extension cords and flexible cords shall not be used as a substitute for permanent wiring and shall not be extended through walls, ceilings, or floors, or beneath floor coverings. (605.4)
	All electrical junction boxes and electrical outlets shall be supplied with properly approved and installed covers. All three-pronged outlets shall be properly grounded. (605.1)
	Every habitable space in a dwelling shall contain at least two (2) separate and remote receptacle outlets. (605.2)
	Every laundry area shall contain at least one (1) grounded-type receptacle or a receptacle with a ground-fault circuit interrupter. Every bathroom shall contain at least one (1) receptacle. Any new bathroom receptacle outlet shall have a ground fault circuit interrupter protection. (605.2)
Exterior Building Safety and Sanitation	The exterior of a structure shall be maintained in good repair, structurally sound, and sanitary so as not to pose a threat to the public health, safety, or welfare. (304.1) Window glass shall be free of cracks, breaks, or other defects.
	All exterior surfaces and their respective treatments (roofing, siding, paint, varnish, etc.) shall be maintained in good condition and free from deterioration. All siding and masonry shall be maintained weather resistant and water tight. Metal surfaces subject to corrosion or oxidation shall be treated to prevent deterioration. (304.1.1)
	All foundation walls shall be free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests. (304.5)
	All chimneys and similar appurtenances shall be maintained structurally safe and sound and in good repair. All exposed surfaces shall be adequately protected from deterioration. All masonry and stone surfaces shall be free of cracked, broken, or loose materials and all joints must be maintained in good condition. (304.11)
	Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. Numbers shall be a minimum of three (4) inches high with a minimum stroke width of one-half inch. (304.3)
	Every exterior stairway, deck, porch, and balcony and all appurtenances attached to it shall be structurally sound and maintained in good repair with proper anchorage and capable of supporting the imposed loads. (304.10)
	All exterior doors, door assemblies, and hardware shall be maintained in good condition. Locks at all entrances shall tightly secure the door. (304.15)
	All building exits, including fire escapes, shall be kept free of snow and ice and maintained in good and safe working order. (702.1)
	Stairs having more than four (4) risers shall have a handrail on at least one (1) side of the stair located between thirty (30) and forty-two (42) inches above the nose of the tread or walking surface. Open portions of a stair, landing, balcony, deck, ramp, or other walking surface which are more than thirty (30) inches above the floor or grade below shall have guards of at least thirty (30) inches in height above the walking surface unless exempted by the Michigan Building Code. (307.1)
	Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing it in an approved disposal container or facility. (308.3) All exterior property and premises shall be free from any accumulation of rubbish or garbage. (308.1) Landlords must make provisions for garbage disposal through providing trash containers to tenants or requiring tenants to purchase their own containers.
	Basement hatchways shall be maintained to prevent the entrance of pests, rain, and surface water drainage. (304.16)

Part V. Certification of Compliance:

By signing below, we certify the occupied unit(s) have been inspected and fully comply with the Sault Ste. Marie 2024 Rental Inspection Checklist and that any unoccupied unit(s) will be compliant before occupancy.

Submitted by: _____ Address: _____
(please print)

Date: _____ Signature: _____
(must be signed by owner or owner's agent)

Received by: _____ Date: _____ Fee: _____
(for City use only)