



Building Department  
 18500 W. 13 Mile Road  
 Beverly Hills, MI 48025  
 248-646-6404  
 www.villagebeverlyhills.com

## Landlord License Application

**ADDRESS OF RENTAL PROPERTY** \_\_\_\_\_

- SINGLE FAMILY \$150                       MULTI-UNIT (see fee schedule at bottom)

**Please be advised, Village of Beverly Hills Municipal Code Chapter 44 states:**

Section 03 It is the duty of every landlord to acquire a landlord license from the building department before allowing any person or persons to occupy a rental unit. A separate license is required for each rental property. A landlord shall be licensed with the Village to be entitled to rent and/or to evict tenants and/or occupants residing and/or located on the premises.

Section 05 (A) The building official shall issue a license under this division if:

- (1) The applicant's property is not in violation of any ordinance of the Village; and
  - (2) The applicant provides a full legal description of all parcels of property he or she rents.
- (B) The building official is hereby empowered to revoke a license issued under this division if it is discovered that the applicant has either:
- (1) Misrepresented himself or herself or the state of the property; or
  - (2) His or her property is or becomes violative of any of the ordinances of the Village; and the building official has given a 30 day notice to cure to the property owner/tenant, which cure has not been effective after the expiration of the 30 day cure.

I acknowledge that the information contained herein is true. I understand that all residential non-owner occupied properties located within the Village of Beverly Hills are required to be licensed and failure to license could result in issuance of Civil Infraction Tickets and/or arraignment in the 46<sup>th</sup> District Court.

**SECTION #1 – PROPERTY OWNER INFORMATION (PLEASE PRINT) – THIS SECTION MUST BE COMPLETED FOR PROCESSING**  
 IF PROPERTY IS OWNED BY A CORPORATION, LLC, OR TRUST, YOU MUST ALSO COMPLETE SECTION #2

OWNER NAME		DRIVERS LICENSE NO. (LEAVE BLANK IF OWNER IS CORPORATION, LLC OR TRUST)		
OWNER MAILING ADDRESS		CITY	STATE	ZIP CODE
OWNER BUSINESS TELEPHONE NUMBER (     )	OWNER HOME TELEPHONE NUMBER (     )	OWNER CELL PHONE NUMBER (     )		
OWNER SIGNATURE			DATE	

**SECTION #2 – CORPORATION, LLC, OR TRUST (PLEASE PRINT)**

NAME OF RESIDENT AGENT OR TRUSTEE		RESIDENT AGENT/TRUSTEE DRIVERS LICENSE NO.		
RESIDENT AGENT/TRUSTEE ADDRESS		CITY	STATE	ZIP CODE
BUSINESS TELEPHONE NUMBER (     )	FAX NUMBER (     )	ADDITIONAL CONTACT NUMBER (optional) (     )		
RESIDENT AGENT/TRUSTEE SIGNATURE			DATE	

**MULTIPLE UNIT FEES: DO NOT USE THIS FORMULA IF RENTAL PROPERTY IS A SINGLE FAMILY HOME**

First Unit	\$150	\$	_____ 150
Number of Units _____ X	\$75 per unit =	\$	_____
Total Charge		\$	_____