



Village of Birch Run  
12060 Heath Street, PO Box 371  
Birch Run, Michigan 48415  
Phone (989) 624-5711 Fax (989) 624-9681

**RENTAL HOUSING LICENSE APPLICATION 2021**  
**Effective Date – January 1, 2021**

Date of Application \_\_\_\_\_  
Rental Property Address \_\_\_\_\_ Bldg # \_\_\_\_\_  
Property Tax ID \_\_\_\_\_

**Property Owner Information**

Property Owner \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
Work Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_  
Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

**Rental Unit Information**

Number of Dwelling Units: \_\_\_\_\_ Class # (See description below) \_\_\_\_\_  
Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

I hereby certify that the above, that I am the owner, land contract purchaser or manager/agent for the above rental property location. Application is hereby made for a Rental Housing License and permission is given for inspectors of the Village of Birch Run Building Department to enter the premises at any reasonable time for the purpose of determining the condition the structure(s) and I agree to pay the inspection fees when billed.

**Fee Schedule**

	Class I	Class II	Class III
Initial Rental License Fee (new developments or new uses)	\$ 47.00	\$ 94.00	\$ 141.00
Annual License & Renewal Fee	\$ 35.00	\$ 45.00	\$47.00 plus \$1.00 per unit over 7
New Owner Review Fee	\$ 47.00	\$ 94.00	\$ 141.00
Late Application Fee (If not paid by January 15, 2021)	\$ 47.00	\$ 94.00	\$ 141.00

License fees are due with the application.

- \*Class I: Any single family Rental Housing structure.
- \*\*Class II: Any structure containing up to six (6) Rental Housing units.
- \*\*\*Class III: Any structure containing seven (7) or more Rental Housing units.

**OFFICE USE ONLY**

\*\*\*\*\*

Zoning Classification \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Amount Paid \_\_\_\_\_ Check # \_\_\_\_\_  Cash Date Received \_\_\_\_\_  
Building Official Signature \_\_\_\_\_