



Phone: (269) 756-9221

Fax: (269) 756-3031

Long Term Rental Certificate of Compliance
Permit Number _____

This is to certify that the rental property located at _____ has been inspected and found to be in compliance with all applicable regulations, codes, and ordinances governing long-term rental properties.

Property Details:

- Property Address and Parcel Number (No P.O. Boxes): _____
- Property Owner: _____
- Property Owners Phone Number: _____
- Property Owners Address: _____
- Owner's Appointed Representative: _____
- Owner's Appointed Property Address: _____
- Owner's Appointed Phone Number: _____
- Number of Rental Units: _____

Compliance Requirements:

1. Safety Features:

- Smoke Detectors: Installed and in good working order in each unit and common areas.
- Carbon Monoxide Detectors: Installed and in good working order in each unit, where applicable.
- Fire Extinguishers: Provided in easily accessible locations in each unit and common areas.

2. Maintenance and Condition:

- Exterior Maintenance: The property's exterior, including landscaping, walkways, parking areas, and other common areas, is properly maintained and free from hazards and complies with the International Property Maintenance Code.
- Interior Maintenance: Each rental unit is in good condition, free from safety hazards, and complies with the International Property Maintenance Code.
- Plumbing and Electrical: Plumbing and electrical systems in each unit meet safety standards and function properly and complies with the International Property Maintenance Code.
- Structural Integrity: The building's structure is sound and does not pose any safety risks and complies with the International Property Maintenance Code.



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3. Zoning and Land Use:

- The rental property is in compliance with all local zoning and land use regulations for long-term rentals.
- The property is not being used for short-term rentals or vacation rentals.

4. Inspection and Certificate of Compliance:

- No person shall lease or rent a rental dwelling unit unless there is a valid Certificate of Compliance issued in the name of the owner for the specific rental dwelling unit.
- The Certificate of Compliance shall be issued after registration and inspection by the Building Official/Zoning Administrator to ensure compliance with the provisions of the codes, ordinances, and applicable State Statutes.
- The Building Official/Zoning Administrator or any dual authorized representative shall inspect the premises before issuing the Certificate of Compliance.
- In the event the owner or representative refuses to permit an inspection after 10 days' notice of the intent to inspect, the property shall not be rented without the required Certificate of Compliance.

Validity and Renewal:

- This Certificate of Compliance is valid for a period of Three (3) Years starting from the date signed unless terminated due to a violation.
- The property owner or the Owner's Appointed Representative must renew the certificate prior to its expiration by scheduling an inspection with the Building Official/Zoning Administrator.

Penalties and Enforcement:

- Failure to maintain compliance with the above requirements may result in penalties, fines, or revocation of this Certificate of Compliance.

By signing below, the property owner and the Owner's Appointed Representative acknowledge that they have read and understood the terms and conditions of this Certificate of Compliance and agree to comply with all requirements specified herein.

Property Owner's Signature: _____ Date

Owner's Appointed Representative's Signature: _____ Date

Village Official's Signature: _____ Date