

**Charter Township of Union  
Building Department  
Isabella County, Michigan**



**ESSENTIAL INFORMATION FOR RENTAL PROPERTY OWNERS  
RENTAL GUIDELINES**

**BEFORE YOU BUY**

Safeguard your investment by checking each potential rental with Union Township Rental Inspectors to make sure it meets Zoning Ordinance requirements.

➤ **LICENSURE**

- Is the property licensed for rental?
- Does it meet the requirements of the Union Township's Rental Ordinance 2010.03?

➤ **LEGAL OCCUPANCY**

- How many tenants does the ordinance allow?
- Will the rent from the legal number of occupant's cash flow the purchase of the property?
- Would the zoning ordinance support an increase in the current number of residents?

➤ **PARKING**

- How many parking spaces are there?
- Is the number sufficient to park the vehicles of all renters?
- Is there room to expand the parking?

**ZONING AND LEGAL OCCUPANCY**

Legal occupancy is set according to Zoning Ordinance requirements for minimum lot size, minimum square footage per occupant and available parking.

➤ **FAMILY RENTALS**

- In the R-1 and R-2(Residential) districts, most rentals are designated as "family" rentals and may not be occupied by more persons than one of the following family living arrangements:
  - One (1) or more persons living together as a single nonprofit housekeeping unit, organized as a single entity in which the members share common kitchen facilities in a domestic bond. No such family shall contain more than three (3) unrelated persons.

- Application of the family rule – Where no occupant is related to another occupant, the maximum occupancy is three persons.
- Where some occupants are related family members, such as two siblings, they may have two additional occupants (see rooming dwelling below). The relationship of the two additional occupants will not allow for any additional number of occupants.
- Extended families including grandparents, aunts or uncles and the children under their care are a single family.
- Unmarried couples and/or same sex couples and the children under their care.
- Guests in the home shall not be considered occupants for stays less than one month.
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### ➤ **DWELLING**

Any building, or portion thereof, used or designed for the residence of a person, or persons, with facilities for such humans to sleep, cook, and eat; but not including motels, hotels, or tourist cabins.

- "Dwelling, One Family" means a detached building designed and occupied exclusively by one (1) family. AG and R! zoning districts are exclusively single family
- "Dwelling, Two Family" means a detached or duplex building designed and occupied exclusively to two (2) families living independently of each other. Exclusive to the R-2A & B zones, and constructed per code for two families.
- "Dwelling, Multiple Family" means a building, or portion thereof, used and designed to contain separate living quarters for three (3) or more families; but that may have joint services or facilities. Multiple Family Dwellings are exclusive to the R-3 A & B zoning districts.
- "Dwelling, Rooming" means a building occupied by one (1) family with accommodations for living and sleeping quarters for two (2) or more additional persons. A rooming dwelling shall not include more than one (1) cooking or eating accommodation.

### **PARKING**

Parking requirements vary according to housing density, but rentals licensed under earlier ordinances may not meet current requirements and may not provide one parking space for each resident. The current ordinance requires hard-surfaced parking for all new rental units.

## GENERAL REQUIREMENTS OF THE RENTAL INSPECTION ORDINANCE

All rental units in Union Township will be regulated by the Rental Inspection Ordinance. Owners and agents should be aware of the following general requirements of the code and be sure tenants understand and comply:

- **FURNITURE**: Furniture or appliances designed for indoor use may not be placed on porches or anywhere outside of the residence.
  - **LITTER**: All areas around a residence must be kept in a clean and sanitary condition.
  - **ACCUMULATIONS OF TRASH**: Bagged refuse, household furnishings and construction debris must be disposed of within 6 days. If not, a municipal civil infraction ticket may be written to both residents and owner.
  - **TRASH COLLECTION**: The landlord must provide arrange for dumpster or garbage pickup information.
  - **RENTALS WITH TRASH CARTS**: Carts must be placed at the curb on pickup day and be removed no later than 6:00 p.m. the following day. Carts must be stored in garages, or backyards must be stored in garages, or side yards with approved screening. For information on disposal options and pickup day and location, call the Department of Public Works at 779-5401.
  - **RECYCLING**: Many items, such as glass, #1 and #2 plastics, cans, paperboard and cardboard may be recycled through the curbside recycling program, which will reduce the amount and thus the cost of trash disposal. See a list of acceptable materials on the Isabella County Department of Public Works website: <http://www.legislature.mi.gov/documents/publications/tenantlandlord.pdf> [www.isabellacounty.org/recycles/index.html](http://www.isabellacounty.org/recycles/index.html) , or call 773-9631 for further information.
- Properties with one to three single-family units have weekly pickup on the same day and in the same place as trash. Multi-unit complexes may offer their own programs, or residents may drop off acceptable items free of charge at the Material Recover Facility (MRF) on East River Road. For further information call the MRF at 773-9631.
- **LAWN MAINTENANCE**: Lawns higher than 12" may be cut by a contractor of the Union Township without notice and the cost billed to the owner.
  - **PARKING**: Vehicles of residents and guests must be parked on a prepared driveway or in the street. No parking is allowed in yards, across sidewalks, or between the sidewalk and curb.

➤ **ANIMALS:**

- House and yard area must be kept free of animal wastes.
- Dogs may run free when confined in a pet owner's yard; otherwise, they must be leashed at all times.
- Pet owners are responsible for picking up any excrement their animal(s) might leave.
- A total of no more than 4 dogs and/or cats are allowed in any residence in the city.

➤ **RESPONSIBILITIES OF OWNER:**

- Provide new tenants with a clean, healthful, and safe dwelling unit.
- Maintain the dwelling unit and premises in a clean, safe, sanitary condition and keep it in good repair.
- Keep equipment, fixtures and furnishings in good repair.
- Provide and maintain solid waste storage containers.
- Keep all structures on the premises clean, orderly, and well-painted.
- Provide a parking area that complies with the Zoning Ordinance.

➤ **RESPONSIBILITIES OF TENANTS:**

- Properly dispose of trash each week as required.
- Notify the owner in writing of any condition they believe violates the the Union Township Ordinance.
- Keep the facilities clean, and use them properly. This includes keeping the yard clean and keeping all indoor furniture and appliances off the porch and out of the yard.
- Maintain legal occupancy and not sublet the unit without the owner's approval.
- Properly use designated parking area provided.
- Comply with the nuisance party ordinance.

**FOR ADDITIONAL INFORMATION CONTACT:**

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