

SHORT TERM RENTAL DWELLING REGISTRATION FORM

CITY OF SOUTH HAVEN
BUILDING SERVICES DEPARTMENT
539 PHOENIX STREET, SOUTH HAVEN, MICHIGAN 49090

FOR INFORMATION CALL 269-637-0760
APPLICABLE REGISTRATION FEES DUE WITH SUBMISSION

(Please complete one application for each rental unit.)

Short Term Rental Dwelling Unit Address: _____

Property Owner: _____

Owner's Address: _____

Owner's Phone: _____

Owner's E-mail: _____

Number of dwelling units in the house: _____

Number of bedrooms: _____

Number of occupied floors: _____

Was this dwelling unit occupied as a short term rental for at least fifteen (15) days in 2015 or a prior calendar year? _____ (Documentation required)

Maximum number of occupants permitted: _____ (Building department staff is available to assist with this calculation.)

Length of typical anticipated rental period per reservation: _____ days.

Number of off-street parking spaces available on the site: _____

A designated 'Agent' is required if the above identified owner does not reside within 45 miles of the City limits. The agent is required to live or work within 45 miles of the city.

Agent's Name (If other than owner): _____

Agent's Phone: _____

Agent's Address: _____

Agent's E-mail: _____

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The signer(s) of this form does hereby state, warrant, certify and affirm the following:

- 1) All of the information on the attached registration form is true.
- 2) Each dwelling unit will have an operating smoke detector in each bedroom and an operating carbon monoxide detector on each floor. These appliances will be maintained every ninety (90) days at a minimum.
- 3) I consent to inspections of the dwelling unit by the city and will make the dwelling unit available for inspections upon request.
- 4) A copy of the city's *Good Neighbor* materials will be provided to the renters each time the dwelling unit is rented.
- 5) This registration form is accurate and complete.

OWNER'S SIGNATURE: _____ **DATE:** _____

By signing above, the owner/agent of the dwelling unit certifies that the above statements are true. Statements found to be falsified on this application and affidavit will be grounds to revoke the rental permit.

NOTICE: The issuance of a certificate of registration shall in no way impact the zoning of the subject property, and shall not prevent the City from enforcing Zoning Ordinance regulations and limitations on said property, or any other applicable code of the City.