

REGISTRATION FORM

SHORT-TERM RENTAL DWELLING

Bainbridge Township – 7315 Territorial Rd. – Watervliet, MI 49098

For Information Call 269-468-8040

PROPERTY OWNER I.D. REQUIRED WITH REGISTRATION FEES MUST BE SUBMITTED PRIOR TO INSPECTION

**A new rental is subject to an initial compliance inspection. (see AFFIDAVIT Item #3)*

PLEASE COMPLETE ONE (1) APPLICATION FOR EACH RENTAL UNIT

Dwelling Unit Address: _____ Unit # _____

New Rental: YES _____ NO _____ **Renewal:** YES _____ NO _____

Property Owner: _____

Owner's Address: _____

City: _____ State: _____ Zip: _____

Owners Phone & Email: _____ / _____

Principal Resident Exemption? (PRE) YES _____ NO _____

(Building Department will assist with any determinations and calculations below).

of dwelling units on site: _____

of bedrooms: _____

of occupied floors: _____

of days the unit was rented in the previous year: _____

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

Maximum # of occupants permitted: _____

Term length (# of days) of typical anticipated reservation: _____

An "Agent" is required if the property owner does not reside within 45 miles of the Township. The "Agent" is required to live or work within 45 miles of the Township and shall also be verified by the Township.

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

Agent's Phone & Email: _____ / _____

Agent's Address: _____ City: _____ State/Zip: _____

PLEASE SIGN THE AFFIDAVIT ON THE BOACK OF THIS SHEET

SHORT-TERM RENTAL

Local Agent Designation and Authorization

Property Owner and Dwelling Unit Information

Dwelling Unit Address: _____

Property Owner's Name: _____

Local Agent Requirements

A "Local Agent" is an individual designated Bainbridge Township, 2021, Short-Term Rental Registration Ordinance, 45A. To serve as a Local Agent, an individual must live or maintain a physical place of business within 20 miles of the dwelling unit used for short-term rental. A property owner who meets these criteria may be the Local Agent.

Local Agent Information

Name: _____

Company Name: (if applicable) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Authorization by Owner

I designate and authorize the Local Agent, named above, to act on my behalf regarding all duties imposed upon me by the Bainbridge Township Short -Term Rental ordinances and rules regulating the Short-Term Rental dwelling unit identified above. I also agree that I will notify the Township and the Local Agent, in writing, should I ever revoke this appointment, and no such revocation shall be effective until received by the Township.

Owner's Signature

Local Agent Acceptance

I accept the designation and authority noted above. I certify that the contact information is correct, and I agree that I will notify the Owner and the Township in writing in the event of any changes in that information or if I am no longer serving as Local Agent for the Short-Term Rental dwelling unit.

Owner's Signature

AFFIDAVIT

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) This registration form is accurate and complete.
- 3) I consent to inspections of the dwelling unit by the township and will make the dwelling unit available for inspections upon request. It is understood that newly registered dwelling units shall be inspected for compliance and there may be a 7-14 day registration turn-a-round depending on inspection results.
- 4) 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.
- 5) If I have indicated that this property is my principal residence, I have done so with the understanding that state statutes define that term to mean, the place that you reside in as your permanent residence and if absent intend to return. It should be the address that appears on your driver's license and voter registration card. Vacation homes, seasonal homes, and income property are not occupied as your principal residence and may not be claimed.

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 Township from enforcing Zoning Ordinance regulations and limitations on said property, or any other applicable code of the Township .

BAINBRIDGE TOWNSHIP RENTAL INSPECTION CHECKLIST

Zoning Compliance

1. Number of bedrooms
2. Number of parking spaces
3. Good Neighbor Guide (available for renters)
4. Rental Certificate in place (front window facing address side)

Building Code Compliance

1. Window fall guard protection devices for windows (<24" inside sill clearance and >6' drop outside window.)
2. All railings for stairways and decks shall be in place and stable
3. Outdoor and any kitchen or bathroom outlets are to be GFCI protected (NEC 210.8 Ground-Fault Circuit-Interrupter Protection for Personnel.)
4. All electrical service panels shall have circuits properly labeled in panel

Fire Code Compliance

1. Each bedroom shall have adequate egress according to the state building code.
2. Each dwelling unit shall have a) an operating smoke detector in each bedroom b) an operating carbon monoxide detector on each floor c) an operating smoke detector in each floor common area.
3. Addresses shall be prominently displayed on the front of the residence.
4. Furnaces, water heaters, and electrical panels shall be clear of any stored items by a minimum of 3 ft.
5. Any window wells having egress windows shall have an attached escape ladder if greater than 44 in. from grade to base of the well.

Inspection fees are due prior to the date for the inspection.

Other code violations may be addressed in the form of a suggestion as necessary.