

Howard Charter Township
1345 Barron Lake Rd
Niles MI 49120
(269) 684-0072

License # _____
Expiration Date: _____
Pymt Recd: _____ By: _____ Date Recd: _____
Date of Inspection: _____

SHORT-TERM RENTAL PROPERTY REGISTRATION/APPLICATION

Non-Refundable Fees – indicate which one you are paying for

Initial Registration fee - \$600.00 _____ Renewal fee - \$300.00 _____
Late fee - \$150.00 _____ Additional Inspection fee - \$75.00 _____

Completion of this form (to include non-refundable fee) is required by Howard Charter Township (HCT) Ordinance #235. All Short-Term Rental (STR) properties in HCT will be registered and renewed annually (to include one inspection). Issuance of a Letter of Compliance/Modified Letter of Compliance is valid for one (1) year from the date of issuance. Once initially registered, all STR properties must renew annually by January 1st. After January 1st, late fees will be applied to all STR properties found to be non-compliant. Newly established STR properties shall be registered within thirty (30) days. Owners of more than one (1) parcel subject must register each parcel separately. Registrations are non-transferable with a change of property owner, with new owners registering within thirty (30) days.

STR Property Address _____

STR Property Tax ID # _____

Name of STR Property Owner _____

Property Owner Address _____

Property Owner: Phone # _____ **Email address:** _____

If applicable (if owner does not reside within thirty (30) minutes of STR, owner shall have a local agent)

Property Manager/Agent Name (if same as owner enter “same”) _____

Company Name _____

Address _____

Phone # _____ **Email address** _____

Additional Information required:

Number of bedrooms in STR _____ **Number of off-street parking spaces for STR** _____

Maximum number of occupants _____ **Maximum number of visitors** _____

Months of the year during which the owner intends to offer STR (exp: Apr-Sept or year around) _____

A copy of a blank rental agreement to be used for STR

A copy of the liability insurance (declaration page showing coverage amount & effective date) on STR

I, the undersigned, affirm that the foregoing answers, statements, information and any attachments are in all respects true and correct to the best of my knowledge and belief. I understand that the Short-Term Rental Property registered for, if granted, is issued on the representations made herein and that any approved application may be revoked because of any breach of representation or conditions, or because of the lack of continued compliance with ordinance requirements. I understand that incomplete applications, which also include applicable fees, will not be processed. Incomplete applications will be closed after thirty (30) days, and applicant will have to re-submit. I, the undersigned, authorize the STR Inspector and any other person authorized by HCT, to enter onto the property for the purpose of conducting inspections for compliance. Failure by the undersigned to permit such inspections shall result in the STR being denied, or immediate revocation of STR approval issued.

Property Owner Signature _____ **Date** _____

I hereby certify that I have been authorized by the owner of this STR to make this application as his/her authorized manager/agent.

Manager/Agent Signature _____ **Date** _____