



City of East Tawas

760 Newman Street, East Tawas, Michigan 48730
989.362.6161 fax: 989.362.6736 cityhall@easttawas.com
www.easttawas.com

Short-Term Rental Application Checklist

It is important to make sure you have completed all items on the application. Missing information will result in denial of application. Use this checklist to make sure you have completed all the steps.

- I have read the Short-Term Rental Ordinance No. 359.
- I understand that a separate application submittal is required for each property.
- I have included my name, address, telephone number, and email as the owner of the property.
- I have included the name, address, telephone number, and email of the designated local agent. *(If different than owner, they must reside within a 60-mile radius of the City of East Tawas)*
- A scaled, dimensioned floor plan is included for each unit depicting room locations, sizes and maximum number of occupants to be permitted.
- A scaled, dimensioned diagram of the property is included depicting building locations, parking dimensions and the maximum number of vehicles to be permitted. It is understood that vehicles are not permitted to be parked on the lawn or in the road right-of-way.
- The application has been completed in full.
- A nonrefundable application fee of \$50.00 is included.