



INFORMATION ON Short-Term Rental Registration

The City of East Tawas has recently adopted a short-term rental ordinance to regulate rental properties within the City.

Registration

Through the ordinance, the owners (landlords) of a short-term rental property are required to annually register their short-term rental units with the Zoning Administrator and appoint a responsible local agent if the owner resides more than 30 miles outside the City of East Tawas. All registered units will receive a certificate of registration from the Zoning Administrator. Rental properties may not be occupied as short-term rental units without a certificate of registration.

Anytime there is a transfer of ownership, a change in the number of units, or a change in the responsible local agent, the City must be notified, and the registration updated.

Site Visit

Short-Term rental properties will be visited by the Zoning Administrator upon receipt of an application for a short-term rental. The site visit will verify parking, waste collection bin, signage, and other pertinent exterior appurtenances.

Fees

The following fees will apply:

Application (<i>nonrefundable</i>):	\$ 50.00	per property
Registration:	\$ 500.00	per unit
Complaint/non-compliance inspection	\$ 50.00	per inspection



Short-Term Rental REGISTRATION APPLICATION

Property Information

Address		Number of Rental Units	
Type of Dwelling (circle one)	SINGLE-FAMILY	Property Tax ID Number	
	TWO-FAMILY/DUPLEX	121-____-____-____-____	
	MULTIPLE-FAMILY	120-____-____-____-____	
	MIXED-USE/DOWNTOWN		
ADDITIONAL COMMENTS:		Number of Bedrooms:	
		Maximum Number of Occupants:	
		Number of Vehicles Allowed:	

**Must include floor plan and parking plan with application.*

Owner Information

Name of all Owners of Record		Driver's License Number or Corporate ID Number	
Permanent Address		Home Phone	Business Phone
City		State	Zip Code
e-mail Address			
Owners' Signature			

Responsible Local Agent

Check if same as owner information

Name		Driver's License Number or Corporate ID number	
Permanent Address*		Home Phone	Business Phone
City		State	Zip Code
e-mail Address			

- Responsible Local agent must reside within a 30 mile radius of the City of East Tawas

RESPONSIBLE LOCAL AGENT AUTHORIZATION/APPOINTMENT:

By signing this application, you are acknowledging that you as the owner or local agent are responsible for meeting all local, county, state and federal building and safety codes.

I, _____, hereby authorize and appoint _____,
(Property Owner) *(Responsible Local Agent)*

who resides within 30 miles of the City of East Tawas limits, to be responsible for above mentioned property and to receive all official notices regarding the property.

Owners Signature

Responsible Local Agent Signature

Printed

Printed

Date

Date

Office Use Only:

Application Number: _____

Date Received: _____

Certificate Number: _____

Cash or Check #: _____

Building Official Approval: _____

Occupancy #: _____

Parking spaces: _____

Waste Collection Bin: _____

Additional comments:

