

**APPLICATION FOR SHORT TERM RENTAL CERTIFICATE - Onekama Township Ordinance #PP 2019-08**

A Short Term Rental certificate is required for any rental lease or contract for the rental of a residential dwelling for a period of less than 30 days. Certificate fee is \$100. - *Short Term Rental Certificates expire on September 30<sup>th</sup> of each year.*

APPLICATION DATE \_\_\_\_\_ Fiscal year: (2020-2021)

**RENTAL UNIT OWNER INFORMATION:**  
Applicant name \_\_\_\_\_  
Applicant mailing address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_ Applicant phone number \_\_\_\_\_  
Applicant e-mail address \_\_\_\_\_

**LOCAL RENTAL UNIT MANAGER CONTACT INFORMATION:**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone# \_\_\_\_\_ E-mail \_\_\_\_\_

Rental Property address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_

Number of bedrooms \_\_\_\_\_  
Occupant capacity (see Ordinance-Section 4, Item D) \_\_\_\_\_  
Site sketch showing designated parking spots. > Attached \_\_\_ Not Attached \_\_\_  
Total number of garage/carport/paved or gravel driveway parking spaces: \_\_\_\_\_  
Required fire protection items are provided in the Short Term Rental unit: Smoke/CO alarms, fire extinguishers (Class 2-A).  
YES \_\_\_\_\_ NO \_\_\_\_\_ (Applicant initial)

I HEREBY CERTIFY THAT THE ABOVE INFORMATION AND STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE. I WILL COMPLY WITH ONEKAMA TOWNSHIP ORDINANCE PP- 2019-08 "SHORT TERM RENTALS" AND ALL OTHER PERTINENT LAWS AND ORDINANCES, AND FULLY UNDERSTAND THAT FAILURE TO COMPLY WITH ALL SAID ORDINANCES AND LAWS MAY RESULT IN CITATIONS FOR MUNICIPAL CIVIL INFRACTIONS, FINES AND RECOVERY OF ENFORCEMENT COSTS AS PROVIDED BY ORDINANCE, AND / OR SUSPENSION OR LOSS OF CERTIFICATION FOR USE OF THE RESIDENTIAL DWELLING AS A SHORT TERM RENTAL.

APPLICANT (OWNER) NAME (PRINT): \_\_\_\_\_

APPLICANT (OWNER) SIGNATURE \_\_\_\_\_

=====FOR OFFICE USE ONLY=====

DATE RECEIVED: \_\_\_\_\_

FEE PAID: \_\_\_\_\_ (CERTIFICATE VOIDED AND \$35 FEE FOR CHECKS RETURNED FOR INSUFFICIENT FUNDS)  
(Treasurer initials)

REVIEWED BY: \_\_\_\_\_

DATE ACCEPTED: \_\_\_\_\_ STR CERTIFICATE# \_\_\_\_\_ (Retain 1 copy to file > 1 copy to applicant)

EXPIRATION DATE: **September 30,** \_\_\_\_\_