

# 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 (\$200.00) 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 proposed: \_\_\_\_\_

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 20 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: \_\_\_\_\_

Registration Fee Paid : \_\_\_\_\_ Date: \_\_\_\_\_ Receipt: \_\_\_\_\_

**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.

\_\_\_\_\_  
Agent's Signature

# AFFIDAVIT

**OWNER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*By signing above, the owner/agent of the dwelling unit certifies that all statements on the Application and Agent Designation and Authorization forms 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.