

CITY OF NEW BUFFALO

Short-Term Rental Application

Please verify: Your application is complete and Accurate, the non-refundable fees are submitted in full, and your property inspection is scheduled within 21 days of submitting this application.

PROPERTY ADDRESS: _____ **UNIT #** _____
TAX CODE/PROPERTY ID: 62- _____

**CHECKLIST- Please verify this checklist is complete *PRIOR* to submitting your application.
 An Owner, or Local Agent, must initial agreement with each stipulation.**

Property owners are current on any monies due to the City of New Buffalo. There are no delinquent payments or outstanding fines/fees due, regardless of whether they relate specifically to the rental unit address. Delinquencies shall result in a denial of the STR permit. *The application may be submitted under an appeal status.	INITIAL
There are no open or outstanding Building Permits on this property.	
This property meets all the required safety standards, protocols, and Building codes.	
Properties with multiple units: If rented independently, each unit requires an individual permit	

STR RENTAL UNIT INFORMATION

Zoning District: _____

Number of short-term rental units in the building: _____

Are there any other rentals on this parcel? Y N (each unit requires a rental permit)

If yes, please list additional rentals by address: _____

Total Number of bedrooms in rental unit: _____ No of bedrooms in basement: _____

Number of finished floors in unit (levels) _____ Occupancy requesting? _____

Number of off-street parking spaces provided on the lot that are reserved exclusively for the occupants of this short-term rental unit. (Spaces in garage, improved driveway or in a carport): _____

Total number of days you expect to rent this unit per calendar year? _____

Where (which companies) do you use to Advertise your rental? (**Any advertisement must include your current rental permit number**) _____

CITY OF NEW BUFFALO STR APPLICATION

PROPERTY ADDRESS: _____ UNIT # _____
TAX CODE/PROPERTY ID: 62- _____

PROPERTY OWNER INFORMATION

*“To apply for a short-term rental unit permit, the owner(s) shall: 1. Provide and certify as true the following on a form provided by the City: Name, date of birth, address, email address, and telephone numbers (local and cell phone) of **each and every owner of the property**, as well as the local agent designated by the owners”*

In situations where the record title holder is a trust, corporation, limited liability company, or other similar legal entity, the term “owner” shall refer to the natural person with control or partial control over such entity, e.g., a trustee, designated corporate representative, any and all members and managers of a limited liability company, etc..

Owner Name: _____

Owner Date of Birth: _____ Owners Cellphone Number: _____

Owner Primary Address: _____

Owner Email Address: _____

Use additional forms if necessary. **EACH OWNER IS REQUIRED TO FILL OUT THIS INFORMATION AND PROVIDE A COPY OF THEIR VALID DRIVERS LICENSE OR STATE ID CARD.**

LOCAL AGENT INFORMATION

The owner(s) and local agent for each short-term rental unit shall each be responsible for ensuring compliance with the following regulations, except where expressly provided otherwise:

A. Local agent availability. During each short-term rental term, the local agent shall be available 24 hours per day, seven days per week, for the purpose of responding within 30 minutes to complaints regarding the condition, operation, or conduct of occupants of the short-term rental unit or their guests.”

***Owner can be their own local agent if they live within 20miles of the City of New Buffalo.**

Local Agent Name: _____

Local Agent Business Name: _____

Business Address: _____

Business Phone number: _____

Local Agent's email address: _____

Local Agents Cell Phone Number: _____

Local agents Primary address/with in 20 miles of rental unit: _____

Local agents Date of Birth: _____

****Agent must submit a copy of their Valid Driver's License or State ID Card with this form.**

CITY OF NEW BUFFALO STR APPLICATION

PROPERTY ADDRESS: _____ UNIT # _____
TAX CODE/PROPERTY ID: 62- _____

NEW BUFFALO RENTAL UNIT AFFIDAVIT

INITIAL EACH STATEMENT and CERTIFY AS TRUE, as of today's date: _____

I certify each bedroom has a working smoke alarm, and an owner or local agent will check the devices at least every 30 days. I certify this activity log will be initialed and a copy made available at the rental unit for inspection. _____

I certify there is a working carbon monoxide detector on each floor, and an owner or local agent will check those devices at least every 30 days. I certify this activity log will be initialed and a copy made available at the rental unit for inspection. _____

I certify that each kitchen has a working fire extinguisher, and one is located near each outdoor cooking device, and an owner or local agent will check those devices at least every 30 days. I certify this activity log will be initialed and a copy made available at the rental unit for inspection. _____

The owner and local agent will consent to annual inspections for compliance with applicable codes and ordinances. I further consent to inspections requested by the City of New Buffalo and will make the dwelling unit available for inspection upon request. _____

I understand and acknowledge failure to satisfactorily complete an inspection shall be grounds for withholding a permit or deeming an existing permit to be immediately void. _____

I understand by submitting this application, I am testifying to the fact I have read and agree to meet the terms of New Buffalo City Ordinance #248 regarding Short-Term Rentals. I acknowledge I am responsible for educating myself about any changes made to City policies. I am aware this information is available at New Buffalo City Hall or via the City's website at www.cityofnewbuffalo.gov I understand my responsibility and potential liability for failing to meet the obligations as a STR permit holder. _____

I understand and acknowledge, it is against the New Buffalo City Ordinance to Advertise or Rent an unregistered rental and I will be held accountable for violating this or any city ordinance. Whenever a STR is Expired or Fails an inspection, it may be considered unregistered, as it is ineligible for renting. A permit is valid for one (1) year. _____

I agree to submit a STR reservation summary to the City and provide tenants with Good Visitor Guideline materials each time the property is rented. _____

I certify that this property meets all required safety standards, protocols, and building codes, Per New Buffalo City Code, to include properly displayed numbering of the rental unit. _____

I understand and acknowledge that once issued a copy of the rental permit must be displayed in a street facing window of the unit. _____

Please Sign Here: _____

Print and Date Here: _____

CITY OF NEW BUFFALO STR APPLICATION

PROPERTY ADDRESS: _____	UNIT # _____
TAX CODE/PROPERTY ID: 62- _____	

STR WORKFLOW

Submit completed application with the NONREFUNDABLE payment and schedule the inspection. Inspection MUST be scheduled within 21 days of application.

Rejected- Incomplete applications will be rejected, with notification via EMAIL to the identified Local Agent. The updated and complete application MUST be received within 7 days. Failure to provide a complete application will close the application and all STR application monies will be forfeited. The application timeline will begin once a complete application is accepted.

Should this delay require a rescheduling of your inspection, the rescheduling fee will apply.

CITY REVIEW- The City has up to 10 days to process an application (times may be delayed by Holidays). Research includes, but is not limited to outstanding fees, fines, permits and ordinance violations.

Rejected- Applications with outstanding obligations will be rejected, with notification via EMAIL to the identified Local Agent.

Obligations must be remedied within 21 days. Failure will close the application and all STR application monies will be forfeited. If under appeal review, including Berrien County Court System, the application will process. Upon a decision, the 21-day remedy will apply. An exception exists if the issue is a safety violation, we will be unable to process until remedied. Should this delay require a rescheduling of your inspection the rescheduling fee will apply.

INSPECTION- The property MUST pass a New Buffalo City rental inspection.

REJECTED- Failed inspections will be rejected, with notification via EMAIL to the Identified Local Agent. If the property fails an inspection for ANY reason, an on-site reinspection will be required. The reinspection will be scheduled between 7-21 days from the original inspection date. The reinspection fee will apply. Failure to pass the reinspection will close the application and all STR application monies will be forfeited.

ISSUANCE- City personnel have up to 10 days to review and issue the STR Permit, after notification of a successful Rental Inspection.

ACCEPTANCE of Terms-

Incomplete applications, or outstanding obligations, will delay or prevent the issuance of an STR Permit. Do NOT submit an application that is incomplete or a property that can't pass inspection, as all STR application monies will be forfeited if the Permit cannot be issued within the specified timelines. All timelines are in calendar days.

Signature of Owner: _____ **Date:** _____

Printed Name: _____

OFFICE USE ONLY BELOW

Application/Date:	PASS FAIL	Resubmission/Date:	PASS FAIL
Inspection Date	PASS FAIL	Reinspection Date	PASS FAIL
ZONING DISTRICT		VIOLATIONS:	
APPROVED:		REJECTED:	
Permit # or reason application was rejected:			