



City of New Buffalo  
 224 W Buffalo St.  
 New Buffalo, MI 49117



## Short-Term Rental Unit Permit Application

### A: Owner (or Agent) Information:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Local Phone Number: \_\_\_\_\_  
 Cell Phone Number: \_\_\_\_\_

### B: Short-Term Rental Unit Information:

Street Address of Unit(s): \_\_\_\_\_  
 Unit Identification #(s): \_\_\_\_\_  
 # of Units in Building(s): \_\_\_\_\_  
 # of bedrooms in each Unit: \_\_\_\_\_  
 # of off-street parking spaces  
 exclusively for unit occupants: \_\_\_\_\_  
 Expected # of days rented per  
 calendar year: \_\_\_\_\_

### C: Please Initial the following:

\_\_\_\_\_ Owner (or its local agent) certifies that each unit bedroom has a working smoke alarm and that the owner or local agent will check all devices at least every 90 days.

\_\_\_\_\_ Owner (or its local agent) certifies that there is a working carbon monoxide detector on each floor and that the owner or local agent will check all devices at least every 90 days.

\_\_\_\_\_ Owner (or its local agent) certifies that each kitchen has a working fire extinguisher and that a working fire extinguisher is located near each outdoor cooking device.

\_\_\_\_\_ Owner (or its local agent) consents to inspections by the city and will make the short-term rental unit available to inspections upon request.

\_\_\_\_\_ Owner (or its local agent) consents to annual inspection for compliance with applicable codes and ordinances.

\_\_\_\_\_ Owner (or its local agent) understands and acknowledges that failure to satisfactorily complete an inspection shall be grounds for withholding a permit or deeming an existing permit to be immediately void.

\_\_\_\_\_ Owner (or its local agent) shall notify the city in writing within 30 days of any change in the information provided on the application form.

\_\_\_\_\_ Owner shall notify the city in writing within ten days of any change in the designated local agent.

**Owner and Local Agent must provide a copy of Drivers License with this registration form.**

\_\_\_\_\_  
 Signature of Owner or Owner's Authorized Agent

\_\_\_\_\_  
 Date of Application

\_\_\_\_\_  
 Printed name of individual signing