



Short-Term Rental Application 2023 Update.

Please verify: 1) Your application is Complete & Accurate. 2) You have submitted the *Nonrefundable* STR fees in full. 3) Your property is in Inspection ready condition. 4) Signed agreement to the Workflow Chart.

To be completed by City of NB:
Date Submitted - _____
Received By - _____

Rentals@cityofnewbuffalo.org

224 W. Buffalo ST. New Buffalo, MI. 49117

269-469-1500 x 116

Short-Term Rental Address: _____

Unit Number: _____

****If rented independently, each unit requires an individual application & permit.**

CHECKLIST – Please verify the below checklist is complete PRIOR to submitting your application. An Owner must initial agreement to each stipulation.

A-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 denial of the STR permit. *Unless it is a safety violation, the application may be submitted if under an appeal status. _____

B-There are no open or outstanding Building Permits on this property. _____ Should you need to confirm this information, call the inspection line 877-721-9266

C-Local Agent form *must* be Completed. _____

D-Property meets all required safety standards, protocols, and Building codes. Per NB City Code, to include properly displayed (legal) numbering of the rental unit. _____

E-I have read and agree to meet the terms of New Buffalo City Ordinance #248 regarding Short Term Rentals. _____

Please Print the name of the owner initialing the checklist.

To be completed by City of NB:
Application Pass/Fail: _____
Resubmitted Pass/Fail: _____
Inspection Pass/Fail: _____
Reinspection Pass/Fail: _____
Final City Review: _____
Permit #: _____
Issue Date: _____

City Stamp of Approval



Short-Term Rental (STR) Workflow

Submit completed application with the **NONREFUNDABLE** payment & 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**. An owner, meeting the mileage restriction, may be the designated local agent. The newly 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, as they are **nonrefundable**. The application timeline will begin once a complete application is accepted. Should this delay require a rescheduling of your inspection, the \$100 reinspection fee will apply.

CITY REVIEW – The City has up to 10 days to process an application. Research includes, but is not limited to outstanding fees, fines, permits and ordinance violations. Applications will not be accepted or processed annually during the weeks of May 18th-May 31st or December 18th – December 31st.

Rejected – Applications with outstanding obligations will be rejected, with notification via EMAIL to the identified **local agent**. (See application categories A&B&D - page 1). Obligations must be remedied within 21 days, failure to do so will close the application. Closed applications will forfeit all prepaid fees, as they are **nonrefundable**. If under appeal review, including Berrien County Court System, the application will be processed. Upon a decision, the 21 days to remedy will apply. An exception exists if the issue is a safety violation. We will be unable to process until safety issues are remedied. Should this delay require a rescheduling of your inspection, the \$100 reinspection fee will apply.

INSPECTION – The property **MUST** pass a New Buffalo City SAFEbuilt Inspection. Inspection Checklist provided.

Rejected – Failed inspections will be rejected, with notification via EMAIL to the **owner**, as identified on the workflow. If the property fails an inspection for ANY reason, an on-site reinspection will be required. Unless safety concerns require a 24 to 48 hours reinspection, it may be scheduled between 7- 14 days from the original inspection date. The \$100 reinspection fee will apply. Additional follow up inspections are \$200 each. Properties must pass inspections within 45 days, or the application is closed and STR application monies will be forfeited, as they are **nonrefundable**.

ISSUANCE – After notification of a successful City of New Buffalo SAFEbuilt inspection, City Personnel have up to 7 days to review and issue the STR Permit. An owner or local agent may pick up the STR Permit at City Hall. The valid permit must be posted any time the property is rented.

ACCEPTANCE of TERMS - Date of Application: _____

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. STR application monies will be forfeited if the Permit can't be issued within the specified timelines, as fees are **nonrefundable**. All timelines are in calendar days. I am responsible to meet the obligations established in New Buffalo City Ordinance #248, regarding Short-Term Rentals.

Rental Address Including Unit #: _____

Owner Signature: _____

Owner Printed Name: _____



STR ADDRESS, including UNIT Number:

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: a. 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."

Owner Name: _____

Date of Birth: _____

Primary Address: _____

Email Address: _____

Cell Phone Number: _____

NB Local Phone Number: _____

Although I am equally responsible to meet the obligations set forth by the City of New Buffalo, if I have not signed each page of this application, I authorize the following owner to initial/sign on my behalf: _____

I am submitting a copy of my Valid Driver's License or State ID Card with this application.

Owner Signature: _____

Owner Printed Name: _____

Per NB Ordinance #248: Owner is defined as, A natural person who is the legal or equitable titleholder of the premises in question. 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 natural persons with control or partial control over such entity, e.g., a trustee, designated corporate representative, any & all members and managers of a limited liability company, etc.



STR ADDRESS, including UNIT Number:

ADVERTISING & LOCAL AGENT INFO

ADVERTISING:

How many days do you intend to rent this unit per calendar year? _____

Where (which companies) do you advertise your rental? _____

Who will be identified as the "Host" or advertising party? _____

A City Advertising ID Code, included on your permit, or your Valid STR Permit Number **MUST** be included in any rental advertisement.

*****To Advertise or Rent an unregistered rental, at any time, is a violation of Ordinance #248. To assist in reducing the cost (your fees) associated with maintaining the STR enforcement program, please advise the city of any suspected illegal rentals.***

Rental Hotline 269-215-2795

LOCAL AGENT:

NB City Ord. #248 - All short-term rental units must have a designated local agent that satisfies the following: 1. The local agent shall be a natural person who resides within 20 miles of the geographic boundaries of the City of New Buffalo. 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. The local agent authority shall include the authority to accept service of legal paper's relating to the unit on the owner's behalf.

****Response time to reflect onsite management.***

Local Agent Name: _____

Local Agent Business Name: _____

Business Address: _____

Local Agent Email Address: _____

Local Agent Phone Number: _____

Owner Signature & Printed Name: _____



STR ADDRESS, including UNIT Number:

CERTIFY AS TRUE STATEMENTS - OBLIGATIONS

INITIAL EACH STATEMENT and CERTIFY AS TRUE, as of _____ - Today's date.

I certify each bedroom has a working smoke alarm. _____

I certify there is a working carbon monoxide detector on each floor. _____

I certify each kitchen has a working fire extinguisher and one is located near each outdoor cooking device. _____

I certify an owner, local agent, or trusted party will check the above safety devices at least every 30 days. Verification of this will be completion of the STR Monthly Checklist, which will be initialed and posted 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 inspections 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 to educate myself to any changes made to City policies. I am aware this information is available at New Buffalo City Hall or via the city website at: www.cityofnewbuffalo.org Furthermore, I understand my responsibility and potential liability in failing to meet these obligations. _____

I understand and acknowledge, it is against 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 has failed an inspection, it may be considered unregistered and is ineligible for renting. A Permit is valid for 1 year. _____

I agree to submit the STR reservation summary via email to: STRCLERK@cityofnewbuffalo.org and provide tenants with the Good Visitor Guideline materials each time the property is rented. _____

I am required to notify the city within 15 days if there is any change to the information provided in this application. _____

I certify I am authorized to sign on behalf of myself and any additional property owners. _____

Owner Signature & Printed Name: _____

City of New Buffalo Short Term Rental Inspector Checklist

- House numbers posted
- Smoke detectors installed in each sleeping room, outside each sleeping area & each additional story of the rental unit
- GFCI – Kitchen, Bathroom & Laundryroom if within 6' of faucet or hookup.
- Carbon monoxide detector installed on each floor
- Fire extinguisher installed in the kitchen / "Charged"
- Fire extinguisher near each outdoor cooking device / "Charged"
- Advised owner/agent that no outdoor open burning (bonfires/fire pits/fireplaces) are permitted unless approved by the Fire Chief
- Handrails secure
- Sump pump in basement – Yes ____ No ____
- Is sump pump connected to the sanitary sewer – Yes ____ No ____ If yes see notes at the bottom
- Egress- All windows in bedrooms and all doorway entry-exits must be clear
- Number of finished floors _____
- Number of bedrooms _____
- Maximum occupancy _____ Calculation is lesser the of - 14 total or 2 occupants/bedroom + 2/occupants per finished floor
- Number of parking spaces required _____ Max. 4 occupants per space
- Number of parking spaces provided _____ Minimum size is 9'x20' per space
- Parking area dimensions _____
- Photo of home
- If sump pump is connected to the sanitary sewer of the home contact a plumber to correct.
- 2015 IPMC International Property Maintenance Code**
- Good Visitor Guideline Material
- Monthly Check (Smk. C/O etc ..) list must be available during renewal inspection to add to files.