



### Short-Term Rental Application 2024

Please verify: Your application is complete & accurate, the nonrefundable fees are submitted in full, and your property inspection is scheduled within 21 days of submitting this application.

To be completed by City of NB:

Date Submitted -

Received By -

City of New Buffalo – 269-469-1500 X 116

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

CHECKLIST – Please verify this checklist is complete *PRIOR* to submitting your application.

An Owner, or Local Agent, must initial agreement to 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 denial of the STR permit. \*Unless it is a safety violation, the application may be submitted under an appeal status. \_\_\_\_\_

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

There are no open or outstanding Building Permits on this property. \_\_\_\_\_

If the owner is not the Local Agent, an additional completed Local Agent form *must* be submitted with this application. \_\_\_\_\_

This property meets all required safety standards, protocols, and Building codes. Per NB City Code, to include properly displayed numbering of the rental unit. \_\_\_\_\_

Please Print the name of the party initialing the above boxes:  
\_\_\_\_\_

Short-Term Rental Address: \_\_\_\_\_  
\_\_\_\_\_

Unit Number: \_\_\_\_\_

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

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: \_\_\_\_\_

Approval Stamp



## 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 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. 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 18<sup>th</sup>-May 31<sup>st</sup> or December 18<sup>th</sup> – December 31<sup>st</sup>.

*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 days to 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 SAFEbuilt 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 an inspection 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 City of New Buffalo SAFEbuilt inspection.

### 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, as all STR application monies will be forfeited if the Permit can not be issued within the specified timelines. All timelines are in calendar days.

Signature of Owner: \_\_\_\_\_

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



STR ADDRESS, including UNIT Number:

\_\_\_\_\_

**STR RENTAL UNIT INFORMATION**

*"All dwelling units used for short-term rental activity must be registered with and have a short-term rental unit permit issued by the City and must comply with any applicable provisions of the City's zoning ordinance."*

Zoning: \_\_\_\_\_

The number of short-term rental units in the building: \_\_\_\_\_

Are there any other rentals on this parcel? \_\_\_\_\_

Please identify any additional rentals by address: \_\_\_\_\_

The number of bedrooms in each short-term rental unit, by unit number:

\_\_\_\_\_

The number of off-street parking spaces provided on the lot that are reserved exclusively for occupants of this short-term rental unit. \*Valid off-street parking spaces include space in a garage, on an improved driveway, or in a carport: \_\_\_\_\_

What is the total number of days you expect to rent this unit per calendar year? \_\_\_\_\_

Where (which companies) do you advertise your rental?

\_\_\_\_\_

**You will be issued a City ID Code which MUST be identified in any rental advertisement.**





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: \_\_\_\_\_

Owner Date of Birth: \_\_\_\_\_

Owner Primary Address: \_\_\_\_\_

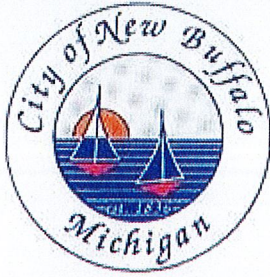
Owner Email Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

NB Local Phone Number: \_\_\_\_\_

**\*\*Each Owner is required to fill out this form and provide a copy of their Valid Driver's License or State ID Card.**

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 and all members and managers of a limited liability company, etc.



STR ADDRESS, including UNIT Number:

\_\_\_\_\_

**LOCAL AGENT INFORMATION**

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 Rental Management Business Name: \_\_\_\_\_

Rental Management Business Address: \_\_\_\_\_

Rental Management Business Phone Number: \_\_\_\_\_

Local Agent Date of Birth: \_\_\_\_\_

Local Agent Primary Address/Within 20 Miles: \_\_\_\_\_

Local Agent Email Address: \_\_\_\_\_

Local Agent Cell Phone Number: \_\_\_\_\_

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





STR ADDRESS, including UNIT Number:

**CERTIFY AS TRUE STATEMENTS - OBLIGATIONS**

TO 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 the rental unit for inspection. \_\_\_\_\_

I certify each kitchen has a working fire extinguisher and one is located near each outdoor cooking device. 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 inspections upon request. \_\_\_\_\_

I understand and acknowledge failure to satisfactorily complete an inspection shall be ground 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](http://www.cityofnewbuffalo.org) I understand my responsibility and potential liability in failing to meet the obligations as a STR permit holder. \_\_\_\_\_

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 Fails an inspection, it may be considered unregistered, as it is ineligible for renting. A Permit is valid for 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 am required to notify the city within 15 days if there is a change to the information provided in this application. \_\_\_\_\_

I certify I am authorized to sign this application on behalf of myself and the any property owners.

**Please Sign and Print your name:** \_\_\_\_\_