



8555 Knapp Rd. P.O. Box 610
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SHORT-TERM RENTAL REGISTRATION

Please note that Short-Term Rentals are valid for 1-year and must be renewed each year.

APPLICANT INFORMATION:

Name: _____ (This is the Primary Contact Person)

DBA (if applicable): _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email: _____

Applicant is the owner of the property (if not, please fill out Owner on page 2)

Owner is the designated Local Agent

LOCAL AGENT INFORMATION (If different from Applicant):

Name: _____ (This is the Primary Contact person for Guests)

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

RENTAL UNIT INFORMATION:

Address of Property: _____

Parcel Identification Number: _____

Number of Bedrooms: _____

Number of Off-Street Parking Spaces provided for the dwelling unit: _____

Maximum number of occupants (based on 2-occupants per bedroom plus 4-additional occupants, not to exceed 12 total occupants): _____

Length of typical rental period for which the applicant intends to rent the property:

Are there any Deed Restrictions? Yes (please provide) No

Type of Rental Unit:

"Owner-Occupied"- Having guests stay in rooms while I am also residing at my unit during their stay.

"Non-Owner Occupied"- Having guests stay in a unit I own but do not reside in.

HOMEOWNER INFORMATION (if not listed above)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Primary Phone Number: _____

Please Include:

- \$50 Application Fee (Non-Refundable)
- \$350 Annual License Fee (Paid annually on date application is approved, will be refunded if application is denied for any reason)
- Proof of Ownership
- A drawing of the premises (see Section 5-J of STR Ordinance 81)

- Photographs of the Short-Term Rental premises documenting compliance with the Township Blight Ordinance.

Short-Term Rental Registration Affidavit

I affirm, under penalty of perjury, that the information contained in this application and all documents tenured in connection with this application are accurate and complete. Furthermore, I certify that I have reviewed and will comply with all other requirements of the Roscommon Township Ordinances (Short-Term Rental, Noise, Blight, Etc.), the Michigan Building Code, and not limited to:

Please read through and initial by Owner of the short-term rental property

- The maximum stay for short-term rentals shall be 29 consecutive days for the same occupant.
- The dwelling unit shall be limited to one single, short-term rental contract at a time.
- The maximum number of persons residing in the short-term rental shall not exceed two times the number of bedrooms plus four additional individuals, not to exceed twelve occupants total.
- The use of campers, recreational vehicles, tents, or other temporary dwellings to provide additional occupancy on the premises is not permitted.
- All short-term rentals shall have a designated Local Agent residing within 60 minutes of the Dwelling Unit used as a Short-Term Rental.
- The owner or agent shall maintain a list of all guests and their places of residence, which shall be produced to the Township upon request.
- The short-term rental shall not be used for Special Events, such as weddings, outdoor parties, or similar events that exceed the maximum number of occupants allowed.
- Motor vehicles, boats, campers and trailers shall be parked on the Short-Term Rental property and not parked on any public or private road or adjacent right-of-way.
- All dwellings and dwelling units available for short-term rental are subject to the requirements of the Township Ordinances, including without limitation the Township's Zoning Ordinance. In the event of a conflict between this Ordinance and any other Ordinance, the stricter regulation shall apply.
- All short-term rentals shall have all the Required Postings that are mandated by the Roscommon Township Short-Term Rental Ordinance. (Section 8 of ordinance)
- No commercial fireworks shall be used on the premises of a dwelling unit registered under this ordinance when it is being used as a short-term rental.

All short-term rental properties must submit an annual registration form to Roscommon Township.

Short-Term Rental Registration Affidavit (cont.)

I understand that failure to comply with any of the above-listed conditions, in addition to those set forth in the Short-Term Rental Ordinance, will be cause for enforcement action by Roscommon Township which may result in the accrual of fines and penalties and/or prohibition from operation of future short-term rentals.

Signature

Date