

PORTER TOWNSHIP 88040 M-40 HWY., LAWTON, MICHIGAN 49065

APPLICATION TO REGISTER SHORT-TERM RENTAL

All Short-Term Rentals must be registered with the Township. To register a Short-Term Rental, the Owner shall complete the following application:

Applicant Name: _____

Address: _____

Email: _____ / **Telephone No.** _____

If the Owner does not reside within 30 minutes of the dwelling to be rented, the Owner shall name a local agent.

Local agent name: _____

Address: _____

Email: _____ / **Telephone No.** _____

Address of Short-Term Rental: _____

Property Tax No.: _____

Number of off-street parking spaces provided for Short-term Rental: _____
(Note – all parking must fit within the boundary of the lot upon which the rental is located.) Please provide a survey or drawing showing the building location and parking areas.

Maximum number of occupants and visitors: _____

Number of bedrooms and location: _____

Type of trash receptacle: _____

Date range/months of the year Short-Term Rental will be offered as rental:

Provide copy of rental agreement and any online or other advertising.

PLEASE NOTE: Any violation of a provision of this Ordinance shall be a municipal civil infraction. Notwithstanding any other township ordinance, violations of this Ordinance are subject to the following fines:

(1) Short-term rental of unregistered dwellings. The operation of an unregistered Short-Term Rental is \$100.00 for a first violation and \$500.00 for each subsequent violation within same calendar year;

THIS APPLICATION WILL NOT BE CONSIDERED IF ALL MATERIALS ARE NOT PROVIDED.

AN ANNUAL APPLICATION FEE OF \$150.00 SHALL BE PAID WHEN SUBMITTING THIS APPLICATION.

TO THE BEST OF THE UNDERSIGNED’S KNOWLEDGE, THE ABOVE STATEMENTS ARE TRUTHFUL AND CORRECT UNDER PENALTY OF PERJURY.

Owner Signature _____ Date: _____

Applicant Signature _____ Date: _____

QUESTIONS: Please contact our Building Official; Bob Angle at (269) 303-9876

**Date Received: _____ TIME: _____ Amount Paid: _____
Received by: _____**

The Building Official must certify the dwelling to be used is in compliance with all requirements of the Ordinance and all other Township ordinances.

CERTIFICATION BY BUILDING OFFICIAL

Dated: _____

Signed: _____