

**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 Zoning Administrator
Rich McGrew at (269) 228-3234.

DATE RECEIVED: _____ **TIME:** _____
AMOUNT PAID: _____
RECEIVED BY: _____

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

CERTIFICATION BY ZONING ADMINISTRATOR

DATED: _____

RICH MCGREW