



RENTAL REGISTRATION (COMPLEX)

All owners of a rental dwelling complex shall register each rental dwelling complex with the Village of Berrien Springs. To register a rental dwelling complex the owner shall provide and certify as true the following information on this form. It shall be a violation of the Village's Rental Safety Verification Program for an owner to provide inaccurate information for the registration of a rental dwelling complex.

Owner's Name: _____ Phone: _____

Owner's Address: _____ Email: _____

State and Zip Code: _____

Are you the Sole Owner? Yes _____ No _____ (If no please list below the specific information for all other partners, officers, corporations, or members if an LLC.)

Rental Agent (see rental ordinance no. 386): _____

Contact Phone: _____ Emergency Contact Phone: _____

Street address of dwelling for the rental dwelling complex: _____

How many individual rental dwelling units are at the above address? _____

Number of Off-Street Parking Spaces available for each rental dwelling unit: _____

If there are short-term rental dwelling units available in this rental dwelling complex:

- Number of days the short-term rental is expected to be rented out, _____ days.
- Number of bedrooms: _____
- Number of off-street parking spaces provided: _____
- Owners of short-term rentals must list all advertising booking platforms used for this short-term rental.

The Village of Berrien Springs is requiring that permit numbers be attached to all advertising used for this short-term rental.

Please fill out separate registration forms for each short-term rental being registered.

The owner has provided a blank copy of any current lease: Yes _____ No _____

As owner of a rental dwelling complex shall notify the Village in writing within thirty (30) days of any changes in the information provided on this registration form. The owner of a short-term rental dwelling shall notify the Village in writing within ten (10) days of a change in the information provided on this form.

Signature of Owner: _____ Date: _____

Printed Signature: _____

Rental Registration PIN# _____