



## RENTAL REGISTRATION (SINGLE DWELLING/DUPLEX)

All owners of a rental dwelling shall register with the Village of Berrien Springs. To register a rental dwelling 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.

Rental Registration PIN# \_\_\_\_\_

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 # 386): \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

Street address of dwelling for the rental unit(s): \_\_\_\_\_

Number of bedrooms for each rental unit: \_\_\_\_\_

Number of Off-Street Parking Spaces available for the entire dwelling: \_\_\_\_\_

Is this entire rental dwelling a Short-Term Rental Dwelling (less than 30 days)? Yes \_\_\_\_\_ No \_\_\_\_\_

Only one of the units of the rental dwelling is a short-term rental unit. Yes \_\_\_\_\_ No \_\_\_\_\_

Individual short-term rental units of the rental dwelling unit will need to complete the declaration below for each unit being rented out as a short-term rental.

Owner's Declaration: (short-term rentals only)

- This unit is: \_\_\_\_\_ A Personal Short-Term Rental \_\_\_\_\_ A Business Short-Term Rental
- (See rental ordinance for information on qualifications for Personal or Business).
- Number of days the short-term rental is expected to be rented out: \_\_\_\_\_ days.
- 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.

As owner of a rental dwelling 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: \_\_\_\_\_