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5768 Saint Joseph Avenue  
Stevensville, Michigan 49127

## Rental Unit Registration

### Rental Information:

Address: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Intended Number of Occupants: \_\_\_\_\_

### Owner Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

For Short term rentals, please provide the following:

- A scaled floor plan
- A copy of the lease form containing the required disclosures including, but not limited to, the maximum occupancy load, off-street parking requirements, the local land line telephone number of the unit, noise regulations and other ordinance requirements.
- A statement in the application form detailing:
  1. The term of the rental (daily, weekend, weekly, etc.).
  2. The name, address, telephone number (local and cell phone), electronic mail address and other contract information of the designated local rental agent, and written authorization for that agent to act on the owner's behalf, including without limitation acceptance of service of legal papers on the owner's behalf, and the agent's written acceptance of that agency.
  3. The maximum occupancy load.
  4. Provide proof that the homestead exemption is legally appropriate or is not being claimed.

- 5. An owner shall notify the Village in writing within 30 days of any change in the information provided on the registration form. An owner of a short term rental unit shall notify the Village in writing within 10 days of any change in the designated local agent.

An owner shall notify the Village in writing within 30 days if any of the items inspected pursuant to this article are altered after inspection by the Village.

It shall be a violation of this article for a property owner or a responsible local agent to provide inaccurate information for the registration of rental units or to fail to provide information required by the Village for such registration. In those cases in which the owner is not a natural person, the owner information shall be that of the president, general manager or other chief executive officer of the organization. Where more than one natural person has an ownership interest, the required information shall be provided for each such owner.

**Fee: \$35 Rental Inspection Fee per Unit is due upon Inspection.**

**Rental unit requirements.**

- (a)** No rental unit may be occupied unless the Village has issued a valid rental unit permit pursuant to this article.
- (b)** Permit contents and requirements shall be the following:
  - (1)** A rental unit permit shall state whether the rental unit permits short term rentals. A short term rental unit permit shall be granted only when all of the requirements in this article for short term rental units and applications for a short term rental unit permit are met.
  - (2)** Each rental unit permit shall indicate the maximum occupancy load. No owner, local agent, or tenant shall allow a rental unit to be occupied by more tenants than the number stated on the permit. The maximum occupancy load shall be stated in the lease and other rental documents.
  - (3)** No rental unit permit shall be valid until the appropriate fee is paid, in the amounts as established from time to time by resolution of the Village trustees.
  - (4)** No permit shall be issued to any owner unless that owner is current on the payment of all real property taxes, utility rates, fees, charges, special assessments and other amounts due the Village. Delinquencies on any such payments to the Village, regardless of whether they relate to the rental unit for which a rental unit permit is sought shall result in denial of the permit.
- (c)** Upon request by any tenant or prospective tenant, the owner or agent shall provide the tenant or prospective tenant with a copy of the rental unit permit, as well as a copy of the lease containing the required disclosures.

**(d)** A valid permit may be transferred to a new owner of a rental unit upon the Village's prior written consent once the new owner files an application meeting all the requirements of this article.

**(e)** A provisional rental unit permit shall expire and the continued occupancy of the rental unit shall be unlawful if the owner or agent has not properly corrected the deficiencies and violations noted on that permit and thereafter properly completed and returned an affidavit of completion to the Village within the time allotted on that permit. If the affidavit of completion is returned to the Village within the allotted time, and absent any other intervening deficiencies or violations, the Village shall then issue a rental unit permit for that rental unit.

**(f)** Compliance with applicable zoning, construction, building and property maintenance codes shall be a condition of all rental unit permits. Violations of any of those codes shall also be a violation of this article.

### **Inspections.**

**(a)** Before issuing a rental unit permit or a provisional rental unit permit, the Village shall inspect the rental unit in order to determine whether it is in compliance with the housing and property maintenance code, the fire code, this article, and other applicable laws and regulations.

**(b)** Upon written notice from the Village, it shall be the owner's responsibility to schedule and allow the Village's inspection of the rental unit. When an inspection is required for the renewal of an existing permit, the owner shall schedule and permit that inspection no later than 30 days before the expiration of that permit. Inspections shall occur during the Village's regular business hours, unless the Village agrees to other arrangements, and all fees shall be paid prior to the inspection. The inspection shall then be valid for a period of two years.

**(c)** If an inspection reveals that the rental unit is not in compliance with the housing and property maintenance code, the owner shall be provided a written list of deficiencies or violations that must be corrected before a permit is issued. If the Village determines that the deficiencies or violations do not render the rental unit uninhabitable, the Village may issue a provisional rental occupancy permit for that rental unit.

**(d)** The Village may conduct additional inspections as it deems necessary, upon reasonable notice to the owner or agent, such as when:

**(1)** A provisional permit has been issued;

**(2)** When a complaint is filed with the Village; or

**(3)** The Village otherwise has reasonable cause to believe a rental unit is in violation of any Village code.

**(e)** For short term rental units, between each short term rental to a different tenant, the local rental agent shall inspect the premises using a Village-designated checklist and shall ensure that all smoke detectors, lights in common areas and stairways, egress doors, and railings are in a safe and working condition. Any defects discovered shall be corrected promptly. Upon inspection, the agent shall sign and date that checklist and shall maintain it for Village inspection and copying for a period of at least two years.

**(f)** If the Village becomes aware of code or other deficiencies or violations subsequent to the issuance of a permit, the Village may issue a new provisional rental occupancy permit addressing the deficiencies or violations, or revoke the current permit, or both, and may also take any other action allowed by law.

### **Temporary certificates.**

Temporary certificates of compliance may be issued without prior inspection to owners of occupied rental units existing as of October 1, 2007. Such certificates may be issued as of the effective date of the initial registration following October 1, 2007, to allow property owners to operate such rental units until such time as an inspection may be made by the appointed Village official and a determination has been secured, the temporary certificate shall expire.

### **Expiration.**

A certificate of compliance shall expire on the date stated on the certificate of compliance or on the repair date stated on a notice to repair. Sixty days after such expiration date, it shall be unlawful for the rental unit in question to be occupied unless a new certificate of compliance has been issued.

### **Renewal.**

At least 30 days prior to the expiration of a certificate of compliance, the Village shall notify the registered owner to re-register the rental unit and to arrange for a compliance inspection. The property owner shall be responsible for re-registering a rental unit and arranging a compliance inspection prior to the expiration date on the certificate. When a certificate of compliance is reissued in accordance with this article, it shall have a two-year expiration date with the same month and day as shown on the previous certificate, regardless of the date that the new certificate is actually issued.

### **Complaint-initiated inspections.**

If an inspection is initiated by a complaint and no violation is found to exist, no inspection fees will be assessed against the owner of the inspected rental unit.

### **Recordkeeping.**

- (a)** For all short term rentals, the local agent shall obtain and maintain for the purpose of Village inspection and copying the name, address, and other contact information of a responsible tenant as well as the document signed by that tenant acknowledging the maximum occupancy load of the rental unit and applicable Village regulations.
- (b)** The local agent shall maintain such documents and any other records required under this article for at least two years. A local agent or owner shall convey such documents to any successor local agent.

### **Short term rental requirements.**

- (a)** If the owner of a short term rental unit does not qualify as a local agent, the owner shall designate a local agent and authorize the agent in writing to act as the owner's agent for any acts required of the owner or the owner's agent under this article.
- (b)** Each rental unit, when used as a short term rental, shall have a land-line telephone with free local calls, which will appear at the 911 dispatch center. The owner of each rental unit, when used as a short term rental, must prominently display in the unit a notice indicating the unit's street address, municipality, and other such descriptive information which, if relayed to the 911 dispatch center, would allow emergency responders to quickly locate and enter the rental unit, and further recommending that tenants who use communication devices that may be used to summon aid in an emergency register those devices to the rental unit's location if appropriate.
- (c)** Each short term rental unit must have a minimum of one off-street parking space for each occupant's vehicle in addition to any other spaces required under applicable laws, rules and regulations for any other uses in the building or on the premises.
- (d)** The owner of each short term rental unit must, when the rental unit is used as a short term rental, prominently display a full-size copy of the rental unit permit or current provisional rental unit permit in each rental unit.
- (e)** No more than four occupants per bedroom shall be included in the calculation of the maximum occupancy load of a rental unit, when used as a short term rental unit, regardless of the size of the bedroom.
- (f)** The owner of each unit shall not advertise an occupancy load that is greater than the maximum occupancy load limit.

### **Right of appeal.**

All administrative actions taken by the Village may be appealed in the manner provided by the housing and property maintenance code.

### **Smoke detectors/alarms.**

**(a)** It shall be the responsibility of the owner of each rental unit to install smoke detectors/alarms in each rental unit. All smoke detectors/alarms shall be UL (Underwriters Laboratories, Inc.) approved, and shall be installed in accordance with the provisions of the state construction code and the household fire warning equipment provisions of the National Fire Protection Association (NFPA) standards, Section 72.

**(b)** Smoke detectors/alarms shall be installed in the following locations:

**(1)** In each sleeping room.

**(2)** Outside of each separate sleeping area in the immediate vicinity of the bedrooms.

**(3)** On each additional story of the rental unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In rental units with split levels and without an intervening door between the adjacent levels, a smoke detector/alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

**(c)** After every change of occupancy of a rental unit, the owner shall certify in writing to the new tenant, at or before the time each new tenant occupies the rental unit, that all smoke detectors/alarms required by this section are installed, the location of each and that each smoke detector/alarm is in proper working condition. Rental units are exempt from this requirement when lawfully used as short term rental units under the provisions of this article.

**(d)** No person shall tamper or interfere with the effectiveness of a smoke detector required by this section.

### **Penalties and remedies.**

**(a)** Persons violating any provision of Village Ordinance Sections **6-97** through **6-108**, or Section **6-111**, including any owner or occupant of a rental unit, shall be responsible for a municipal civil infraction punishable as provided in this article and Section **1-15**. A court may order compliance with this article and as provided by law with respect to its authority for municipal civil infractions.

**(b)** For all rental units, the following shall apply:

**(1)** If an owner is found by a court to be responsible for a violation of this article on three or more occasions within two consecutive calendar years, the zoning administrator shall issue a notice of rental permit revocation, that revocation to be for a period of not less than three months or more than two years. This notice shall notify the owner that the owner can request a hearing to show cause why the permit should not be revoked or the period of revocation should be shortened. If, within seven days of service of the notice, the owner requests a

hearing in writing, the zoning administrator shall schedule a hearing as provided in Village Ordinance Section **6-107** and notify the owner in writing of a time and place for that hearing.

**(2)** Fines for civil infraction violations of this article shall be \$100 per occurrence for the first offense, \$500 for a second offense within two calendar years of a prior offense, \$1,000 for a third offense within two calendar years and \$2,500 for each subsequent offense within two calendar years even if it occurs at the same time as another offense. Each day that a violation continues shall be a separate offense. In addition to a fine, the property owner shall be liable for costs to which the Village has been put in enforcing this article which are not limited to the costs taxable in ordinary civil actions and may include all expenses, direct and indirect, to which the Village has been put in connection with the municipal civil infraction up to the entry of judgment as allowed by MCL 600.8727(3).

### **Conflicts.**

In the event that the provisions of this article conflict with another ordinance, the ordinance that is more restrictive shall apply.

### **Temporary provisions.**

**(a)** The owner of any rental unit with a valid rental unit permit upon the effective date of the ordinance from which this article is derived, and which has been lawfully used as a short term rental as defined by this article within 24 months before the effective date of the ordinance from which this article is derived may continue to use that rental unit as a short term rental for 90 days after the effective date of the ordinance from which this article is derived.

**(b)** The owner of a rental unit as described in Subsection **(a)** of this section who wishes to continue the short term use of that rental unit must file a new registration as described in Village Ordinance Section **6-97** within 60 days of the effective date of the ordinance from which this article is derived. Upon satisfactory review of that registration and demonstration of compliance with the terms of this article, an amended rental unit permit or provisional rental unit permit will be issued authorizing continued short term rental use of that rental unit. There shall be no fee for this registration update, and the expiration date of the existing rental unit permit shall not be changed.