



5768 St. Joseph Avenue  
 Stevensville, MI 49127  
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[www.villageofstevensville.us](http://www.villageofstevensville.us)

## RENTAL UNIT REGISTRATION APPLICATION

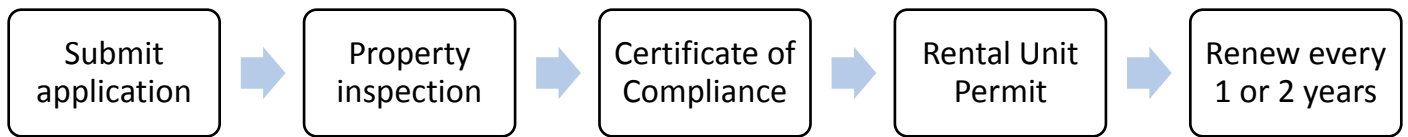
RENTAL INFORMATION				
Address:				
# of bedrooms:		# of intended occupants:		
Do you claim the homestead Exemption?	<input type="checkbox"/> Yes (proof must be submitted)		<input type="checkbox"/> No	
Rental Term:	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Yearly
OWNER INFORMATION				
Name:			Phone:	
Address:				
DESIGNATED LOCAL RENTAL AGENT (MAY BE THE SAME AS OWNER)				
Name:			Phone:	
Address:				
Email:				

If the owner of the rental property is not a natural person but an entity, the owner information must be that of the president, general manager, or other chief executive officer of the organization.

For complete application details, read the following pages thoroughly. If you have any questions, call Village Hall at 269-429-1802 or email [villageofstevensville@gmail.com](mailto:villageofstevensville@gmail.com)

Completed applications can be mailed, emailed or delivered to Village Hall.

## APPLICATION PROCESS



To register **any a rental unit** with the Village of Stevensville, the following must be submitted:

- ✓ Completed Rental Unit Registration application form for each unit
- ✓ \$35 rental inspection fee

To register a **short term rental** with the Village of Stevensville, the following must also be submitted:

- ✓ A scaled floor plan
- ✓ A copy of the lease containing the required disclosures, including:
  - Maximum occupancy load
  - Off-street parking requirements
  - Local land line telephone number of unit
  - Noise regulation policy
- ✓ Written authorization that designated local rental agent, if different than the owner, is authorized 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 authorization.

It is a violation of village ordinance 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 registration.

Where more than one person has ownership interest, the required information for each person must be provided.

## CHANGE OF FACTS NOTIFICATION REQUIREMENTS

An owner must notify the Village in writing:

- *Any change in the information* provided in the Rental Unit Registration application within 30 days of such change.
- *Any change in the designated local rental agent* within 10 days of such change.
- *Any change or alteration to items inspected* for the rental unit registration within 30 days of such change or alteration.

# SHORT TERM RENTALS

## RENTAL UNIT REQUIREMENTS

If the owner of a short term rental unit does not qualify as a local agent, the owner must 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.

Each short term rental must:

- ✓ Have a land-line telephone with free local calls, which will appear at the 911 dispatch center
- ✓ 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. It is further recommended that the landline phone number be registered to the rental unit location to further assist during emergency situations.
- ✓ 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.
- ✓ Have UL (Underwriters Laboratories, Inc.) approved smoke detectors or alarms 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, in the following locations:
  - In each sleeping room
  - Outside of each separate sleeping area in the immediate vicinity of the bedrooms
  - 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 or alarm installed on the upper level will suffice for the adjacent lower level, provided that the lower level is less than one full story below the upper level.
- ✓ Allow no more than four occupants per bedroom. This must be included in the calculation of the maximum occupancy load of a rental unit regardless of the size of the bedroom.
- ✓ Not advertise an occupancy load that is greater than the maximum occupancy load limit.
- ✓ Prominently display a full-size copy of the rental unit permit or current provisional rental unit permit in each rental unit.

## BETWEEN-TENANTS REQUIREMENTS

For short term rental units, between each short term rental to a different tenant, the local rental agent must inspect the premises using a Village-designated checklist and will 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 must be promptly corrected. Upon inspection, the agent must sign and date that checklist and maintain it for Village inspection and copying for a period of at least two years.

## RECORDKEEPING

For all short term rentals, the local agent must 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.

The local agent shall maintain such documents and any other records required under these provisions for at least two years. A local agent or owner must transfer such documents to any successor.

## INSPECTIONS

After submission of a complete application, the applicant will receive a written notice from the Village. Following, it is the owner's responsibility to schedule and allow the Village inspection of the rental unit. Inspections will occur during the Village's regular business hours, unless the Village agrees to other arrangements.

The Village will inspect the rental unit to determine compliance with the housing and property maintenance code, the fire code, the rental unit requirements, and other applicable laws and regulations.

If an inspection reveals that the rental unit is not in compliance with the housing and property maintenance code, the owner will 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.

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. A complaint has been filed with the Village
3. The Village has reasonable cause to believe a rental unit is in violation of any Village code

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.

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.

## CERTIFICATE OF COMPLIANCE

Upon successful completion of inspection, the Village will issue the property owner a Certificate of Compliance.

### EXPIRATION & RENEWAL

A Certificate of Compliance expires on the date stated on the certificate 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 to be occupied, unless a new certificate of compliance has been issued.

At least 30 days prior to the expiration of a Certificate of Compliance, the registered owner must re-register the rental unit and arrange for a compliance inspection. The property owner is 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, it will 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.

### 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.

## RENTAL UNIT PERMIT

1. No rental unit may be occupied unless the Village has issued a valid Rental Unit Permit.
2. No rental unit permit will be validated until the appropriate fee is paid, in the amounts established from time to time by resolution of the Village trustees.
3. The Rental Unit Permit will state:
  - a. Whether the rental unit permits short term rentals.
  - b. 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.

4. Property owners will be denied a Rental Unit Permit if they owe any all real property taxes, utility rates, fees, charges, special assessments or other monies to 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, will result in denial of the permit.
5. Upon request by any tenant or prospective tenant, the owner or agent must 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.
6. 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 outlined in this document.
7. 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.
8. Compliance with applicable zoning, construction, and building and property maintenance codes will be a condition of all Rental Unit Permits. Violations of any of those codes will be a violation of village ordinance.

## PENALTIES AND REMEDIES

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, will be responsible for a municipal civil infraction punishable as provided in this section and Section 1-15 of the Village Ordinance. A court may order compliance with this article and as provided by law with respect to its authority for municipal civil infractions.

### FINES

Fines for civil infraction violations will 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
- \$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 will be a separate offense. In addition to a fine, the property owner will be liable for costs that the Village expended during enforcement, 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 expended in connection with the municipal civil infraction, up to the entry of judgment as allowed by MCL 600.8727(3).

If an owner is found by a court to be responsible for a violation of village code on three or more occasions within two consecutive calendar years, the zoning administrator will issue a notice of rental permit revocation for a period of not less than three months or more than two years. This notice will notify the owner that he or she can request a hearing to show cause that 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.

## CONFLICTS

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

## APPEAL

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