



Short-Term Rental Application & Renewal – 2023 –

151 Pearson Street | PO BOX 8 | Elberta, MI 49628 | (231) 352-7201

www.villageofelberta.comclerk@villageofelberta.com

Name: _____ STR House Name: _____

Mailing Address: _____

Email Address: _____

Daytime Phone: _____ Mobile Phone: _____

Emergency Contact (non-applicant): _____ Phone: _____

Owner of Record of Property: _____ Contact: _____

OWNER CONTACT INFO

Street Address of Rental Property: _____

Village of Elberta Parcel Tax ID Number: _____ - _____ - _____

Total FINISHED SQ. FT.: _____ Use Formula: SQ. Footage Divided by 200 = Occupancy MAXIMUM

Total Number of Bedrooms on Property: _____ MAXIMUM # OF OCCUPANTS: _____

Total Number of Rooms to be used by STR Guests for Sleeping: _____

Current Use of Building: 1 - 2 Family Residence | OTHER | _____

Number of Dwelling Units on Property: _____ Number of Stories: _____

(Dwelling Unit: one family unit for occupancy with eating, sleeping, and living space)

Total Number of: _____ PARKING SPACES _____ FIRE EXTINGUISHERS

_____ SMOKE DETECTORS _____ CARBON MONOXIDE DETECTORS

PROPERTY FOR STR USE

I hereby certify and acknowledge by my initials and signature below that:

_____ I have reviewed and understand the applicable Village Ordinance #37 for Short Term Rental Operation

_____ This application is complete and accurate with the \$250 permit fee paid;

_____ The following requirements are attached: (for renewals, attach any items that have changed)

- TENENTS PROPERTY RULES as posted and given to tenants.
- FLOOR PLAN: layout of all room dimensions & marked sleeping areas (beds, etc.)
- SITE PLAN: showing property building layout & marked parking spaces (Google Screenshot acceptable)

_____ I am the owner of the property for the short-term rental [Contact Information Listed in the 1st Section]

YES | NO - I have a copy of the Emergency Rental Manual that includes all pertinent ordinances | Available at Office |

Signature of Short-Term Rental Owner-Operator: _____ DATE: _____

OWNER will DISPLAY Short Term Rental PERMIT CARD in a location renters will see such as a Welcome Binder

OFFICE USE ONLY

APPROVAL by CLERK: _____ APPROVAL by PRESIDENT: _____

Permit EXPIRATION – December 31 – |2023 | 2024 | 2025 | 2026 | Permit # _____

FEE PAID: _____ ☐ CASH ☐ CHECK ☐ other STR House Name _____