



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

www.villageofelberta.com

clerk@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)
 ○ 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, 2026** License # _____
 FEE PAID: _____ CASH CHECK other STR House Name _____