



## SHORT TERM RENTAL REGISTRATION FORM

Registration Form **Must** Accompany \$2,000 Payment

Please send registration form and fee to:

City of Norton Shores

4814 Henry Street, Norton Shores, Michigan 49441

Email: [nsbuilding@nortonshores.org](mailto:nsbuilding@nortonshores.org)

Phone: 231.799.6801

Date: \_\_\_\_\_

### SECTION 1 – RENTAL PROPERTY INFORMATION

Rental Property Address: \_\_\_\_\_

Do you reside in one of the units:  Yes  No

Is this the first time you are registering this property as a rental:  Yes  No

### SECTION 2 – OWNER INFORMATION

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's City/State/Zip: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Preferred method of communication for inspection notices:  Owner  Agent **via:**  Email  US Mail

### SECTION 3 – PROPERTY MANAGER OR LOCAL AGENT (Required if you live more than 60 miles outside the city limits)

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

Contact Person: \_\_\_\_\_

Manager/Agent Address: \_\_\_\_\_

Manager/Agent City/State/Zip: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ (Required to be available 24/7 to accept calls and must have a key)

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

Email address: \_\_\_\_\_

### SECTION 4 – PARKING INFORMATION

On a separate page, provide a parking site plan showing the location, number of spaces, and composition of surface material (concrete or asphalt) of proposed rental parking. Plan attached:  Yes  No

### SECTION 5 – COMMERCIAL LIABILITY INSURANCE

The Owner of a Rental Unit shall provide the City proof of continuing commercial liability insurance coverage of at least \$2,000,000 (a copy of the insurance declaration page for the rental address).

### SECTION 6 – MUSKEGON COUNTY CONVENTION AND VISITOR'S BUREAU

The owner must be registered with the Muskegon County Convention and Visitor's Bureau. Please email [atax@visitmuskegon.org](mailto:atax@visitmuskegon.org) or call 231.724.3100 for more information.

### SECTION 7 – AFFIDAVIT STATEMENT

I certify that all information submitted in support of this Short-Term Rental License application is true and accurate, that I will maintain the required insurance coverage, adhere by the rental checklist, and that I will comply with all applicable City ordinances and state and federal laws governing rentals.

Sign \_\_\_\_\_

Print Name \_\_\_\_\_



## SHORT TERM RENTAL CHECKLIST

*Rental Checklist **Must** be completed by applicant prior to scheduling inspections.*

Please send checklist to:

City of Norton Shores

4814 Henry Street, Norton Shores, Michigan 49441

Email: [nsbuilding@nortonshores.org](mailto:nsbuilding@nortonshores.org)

Phone: 231.799.6801

Date: \_\_\_\_\_

### EXTERIOR

- Roof, flashing, drains; gutters and downspouts shall be sound, tight and not have defects that admit rain. Shingles should not be missing, worn to the point they are curling or damaged by trees. Gutters and downspouts should be in good repair, properly attached and directing water away from building. (304.7)
- Chimneys shall be maintained structurally safe and sound, and in good repair. (304.11, 603.2)
- Wall surfaces must be free from holes, breaks, and loose or rotting materials. All exterior surfaces shall be protected from the elements and decay by painting or other protective covering or treatment. Loose paint particles must be removed in compliance with Lead Safe Work Practices. (304.2, 304.2.1, 304.6)
- Handrails and guardrails are securely anchored and in good repair. Graspable handrails are required for any interior or exterior stairway with 4 or more stair risers. Guardrail openings must be 4" or less and are required where stairs or a drop is greater than 30". (307.1)
- Windows and frames shall be kept in sound condition, good repair and weather tight. Check for peeling paint, broken storm window frames, insect screen damage, broken or cracked window panes. No paint chips or dust in window troughs. Insect screens required from May through October. (304.2, 304.13, 304.14, 304.17)
- Doors and hardware shall be maintained in good condition. Each entry or exit from or to the exterior shall be equipped with a deadbolt lock. Check for weather tight fit, deadbolt locks, screen doors shall have a self-closing device in good repair. (302.11, 304.13, 304.15, 304.18.1, 304.14)
- Foundation walls shall be maintained, free from open cracks and breaks and peeling paint.(304.5)
- Sidewalks, driveways and steps must be in a proper state of repair and maintained free from hazards. Check for cracks, breaks and uneven surfaces that create trip hazards.
- Accessory structures, detached garages, sheds, fences and walls, shall be maintained structurally sound and in good repair, no rotting or peeling paint. (302.7)



## SHORT TERM RENTAL CHECKLIST

Rental Checklist **Must** be completed by applicant prior to scheduling inspections.

Please send checklist to:

City of Norton Shores

4814 Henry Street, Norton Shores, Michigan 49441

Email: nsbuilding@nortonshores.org

Phone: 231.799.6801

Date: \_\_\_\_\_

### INTERIOR

- Doors must open and close easily, provide security for occupants and provide safe egress. No hasp hardware, double keyed locks or padlocks on egress or habitable room doors. Deadbolts not allowed on interior bedroom doors, unless in an allowed rooming house. No loose or missing hardware. (304.15, 304.18, 304.18.1, 305.6, 702.3)
- Building must be free of insect and rodent infestation. (302.5, 309.1)
- Smoke detectors shall be located in every bedroom, outside sleeping area(s) and on every level. Ceiling installation, 4" from wall. Wall installation, 4"-12" from ceiling. Smoke detectors must be properly installed and functioning. Replacement smoke detectors should be hard wired (110V) with lithium battery back-up or an approved 10 year sealed lithium battery back-up. (9.832, 9.833)
- Electrical equipment and appliances are properly installed and maintained in a safe and approved manner. Functioning light fixtures with globes and switches. No damaged or missing plate covers. No exposed wires. Extension cords are not allowed. Junction box must have a cover. Electrical panel must be free of obstructions. GFCI where needed. (305.1, 603.1, 604.2, 605.1, 605.2, 605.3, 605.4)
- Bathroom; toilet bolted tightly to floor, no missing or non functioning parts. Shower/tub in good repair (caulking). Cabinets and countertops in good repair. All plumbing fixtures must be installed and maintained in working order. Needs either natural (window) or mechanical (fan) ventilation (504.1, 505.1, 505.3, 505.4)
- Ensure all mechanical ventilation systems are in good repair and functioning as intended. This includes kitchen and bath exhaust fans, clothes dryer exhaust and fuel burning equipment exhaust vents. (403.2, 403.5, 603.1, 603.2)
- Bedrooms must contain a minimum of 70 square feet for one person, 100 sq feet for two people, 150 sq ft for three people. No bedrooms in unfinished basements. Ceiling height of at least 7 feet to be considered a bedroom. Bedrooms in basement must have an egress window with a height of no greater than 42". (404.4.1, 404.4.4, 404.4.5)
- A safe, continuous and unobstructed path of egress shall be provided from any point in a building to the public way. Indoor storage should be safe and sanitary; does not block doors, windows or stairways. Flammable liquid containers or equipment containing flammable liquid should not be stored inside. (108.1.2, 702.1)