



Rental Unit Registration Application

Date Received _____

Application Number: _____

Steps in the Registration Process

1. Complete this Registration Application.
2. Submit this application with the registration fee to the Laketown Township Clerk. **(Certification is valid for 2 years)**
3. The Fire Department will be notified and will contact you (or your agent) to schedule an inspection.
4. The Fire Department will notify the Township when the property meets the inspection guidelines.
5. Upon notification of the Township, the Fire Department will send the owner or agent a Rental Certificate.
6. All Assessed Fess for the rental unit, State and Local taxes are paid.

Rental Property Address: _____ **Parcel #** _____

PROPERTY OWNER'S MAILING ADDRESS: Name: _____

Address/P.O. Box: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

I hereby authorize that the agent as listed below is authorized to make this application for short-term-rental as my agent and we agree to conform to the all applicable laws and regulations of the Township of Laketown. I additionally grant Laketown Township staff or authorized representatives thereof access to the property to conduct inspections as needed.

Signature: _____ Date: _____

Responsible Local Agent

Agency Name: _____ Contact Name: _____

Complete Mailing Address: _____

Email: _____ Phone: _____

Contact and Other Information:

Who should be contacted to set up the Fire Department inspection? Owner Agent

Who is the primary contact for questions from the Fire Department? Owner Agent

How many off street parking spaces are available for renters? _____

Number of buildings _____ Number of rental units _____ Number of bedrooms? _____

Sleeps how many? _____ Length of lease _____ Liability insurance policy \$1,000,000 _____

LOCAL EMERGENCY CONTACT PHONE NUMBER/NAME _____

Please See the Reverse Side for Additional Required Information

I have read and understand the Laketown Township Rental Unit Ordinance.

Property owner's name (print): _____

Property owner's signature: _____ Date signed: _____

For Use
By Twp.:

Fire Dept.
Notified / / ____

Fire Dept.
Approved / / ____

Max Occ
Load _____