



SHORT-TERM RENTAL CHECKLIST

All short-term rentals:

- Proof of Ownership: Examples of acceptable documentation are a copy of your deed or a copy of your property tax bill.
- If needed or desired, affidavit of designation of authorized owner representative.
If you choose to authorize another individual to seek a short-term rental license in your behalf of a property you own, then this form is necessary and provided on the township's website for your convenience. (Affidavits require notarization.)
- Sketch of dwelling unit, including number of bedrooms, and location of windows/doors.
- Sketch of premises showing where the dwelling is located, including any outbuildings, and where motor vehicles, boats, campers, and trailers will be parked on site.
- Photographs of the short-term rental property and structure.
Photograph should include a front, sides, & back exterior view of the short-term rental and any additional photographs to show compliance with the Junk Ordinance.
- A copy of subdivision restrictions or condo bylaws indicating short-term rentals are not prohibited.
- Documentation of all beneficiaries of any Trust that owns the property or documentation showing the members of any LLC that owns the property.
- Post required "Help Prevent Invasive Species and Animals" flyer from the Michigan DNR. Provide renters with the Notification Upon Booking document and the Good Neighbor Brochure which must be completed and kept in a common, noticeable area of the rental to comply with requirements.

In addition, for short-term rentals with a septic waste system and/or a dry-well:

- Proof of properly functioning and maintained wastewater disposal system, documented at least once every three years. This may be a receipt from a commercial septic hauler which shows payment for pumping, hauling, and an inspection done in the last 3 years.
- Proof of properly functioning, maintained wastewater disposal system and well that is correctly sized for the rental property and maximum number of occupants. This can be obtained from the Grand Traverse County Health Department. This report should show the holding tank is correctly sized for the number of bedrooms/bathrooms and maximum occupants for the property.

Please note:

East Bay Charter Township has several Notaries Public on staff and available to notarize documents during regular township office hours of Monday through Thursday from 7:00 am to 5:30 pm. This service is free of charge.

Short-Term Rental Checklist in compliance with Ordinance No. 3 of 2023