



# RENTAL REGISTRATION (SINGLE DWELLING/DUPLEX)

All owners of a rental dwelling shall register with Oronoko Charter Township. To register a rental dwelling the owner shall provide and certify as true the following information on this form. It shall be a violation of the Township's Rental Safety Verification Program for an owner to provide inaccurate information for the registration of a rental dwelling.

Owner's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

State and Zip Code: \_\_\_\_\_

Are You the Sole Owner? Yes \_\_\_\_\_ No \_\_\_\_\_ (If no please list below the specific information for all other partners, officers, corporations, or members if an LLC.)

- \_\_\_\_\_  
\_\_\_\_\_

Rental Agent (see rental ordinance #101): \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

Street address of dwelling for the rental unit(s) \_\_\_\_\_

Number of bedrooms for each rental unit: \_\_\_\_\_

Number of Off-Street Parking Spaces available for the entire dwelling: \_\_\_\_\_

Is this entire rental dwelling a Short-Term Rental Dwelling (less than 30 days)? Yes \_\_\_\_\_ No \_\_\_\_\_

Only one of the units of the rental dwelling is a short-term rental unit. Yes \_\_\_\_\_ No \_\_\_\_\_

Individual short-term rental units of the rental dwelling unit will need to complete the declaration below for each unit being rented out as a short-term rental.

Owner's Declaration: (short-term rentals only)

- This Unit is: \_\_\_\_\_ A Personal Short-Term Rental \_\_\_\_\_ A Business Short-Term Rental  
(See rental ordinance for information on qualifications for Personal or Business.)
- Number of days the short-term rental is expected to be rented out: \_\_\_\_\_ days.
- Owners of short-term rentals must list all advertising booking platforms used for this short-term rental.

\_\_\_\_\_

- Oronoko Township is requiring that permit numbers be attached to all advertisements for this short-term rental.

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An owner of a rental dwelling shall notify the Township in writing within thirty (30) days of any change in the information provided on this registration form. An owner of a short-term rental dwelling shall notify the Township in writing within ten (10) days of a change in the information provided on this form. **\*Initial Registrations Due August 30, 2019. Late Registrations will be subject to a fine of 50 percent of the registration fee, with the minimum fine being \$100.**

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Signature: \_\_\_\_\_

Rental Registration PIN#