



Located at: 9773 Mt. Hope Road, Munith, MI 49259  
 Mail to: Waterloo Township Zoning Administrator  
 9773 Mt. Hope Road  
 Munith, MI 49259  
 517-596-8200 – office | 517-596-8600 - fax  
**Website:** [www.waterlootwpmi.gov](http://www.waterlootwpmi.gov)

**APPLICATION FOR SHORT TERM RENTAL CERTIFICATE-WATERLOO TOWNSHIP**

A Short Term Rental certificate is required for any rental lease or contract for the rental of a residential dwelling for a period of less than 30 days. **Certificate fee is \$100.00 per annual application.** The Certificate shall be valid for twelve (12) months from date of issuance.

APPLICATION DATE \_\_\_\_\_

**SECTION 1: RENTAL UNIT INFORMATION:**

Rental Unit Mailing Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Rental Unit Website, Listing \_\_\_\_\_

Rental Unit phone number (optional) \_\_\_\_\_

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

**SECTION 2: RENTAL UNIT OWNER INFORMATION:**

Applicant Name(s) \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Applicant phone number \_\_\_\_\_ Other Phone \_\_\_\_\_

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

**Section 3: RENTAL UNIT MANAGER CONTACT INFORMATION: Must be available (24) hours a day during any rental period of a Short-Term Rental (STR).**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Manager phone number \_\_\_\_\_ Other Phone \_\_\_\_\_

**SECTION 4: Property Information/Proof of Ownership/Sketches**



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Number of bedrooms \_\_\_\_\_

Occupant capacity: \_\_\_\_\_

Provide copy of deed, a lease or recent property tax statement as proof that an applicant owns the property OR that such an applicant has permission from an owner of the property to operate a SHORT-TERM RENTAL.

Provide Sketch of Property indicating (must be included or application is incomplete):

- location of dwelling, driveway or other point of access, and designated parking spaces.
- a sketch of the Short -Term Rental’s FLOORPLAN including drawings of intended bedrooms.
- designated parking spots for short-term rental occupants
- total number of garage/carport/paved or gravel driveway parking spaces

Required fire protection items are provided in the Short- Term Rental unit: Smoke/CO alarms, fire extinguishers (Class 2-A): YES \_\_\_\_\_ NO \_\_\_\_\_ (Applicant initial answer)

**SECTION 5: CERTIFICATION/SHORT-TERM RENTAL ORDINANCE/SIGNATURES**

I HEREBY CERTIFY THAT THE ABOVE INFORMATION AND STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE. I WILL COMPLY WITH THE WATERLOO TOWNSHIP SHORT TERM RENTAL ORDINANCE NO. 0-21-11-23-1, AND ALL OTHER PERTINENT LAWS AND ORDINANCES, AND FULLY UNDERSTAND THAT FAILURE TO COMPLY WITH ALL SAID ORDINANCES AND LAWS MAY RESULT IN CITATIONS FOR MUNICIPAL CIVIL INFRACTIONS, FINES AND RECOVERY OF ENFORCEMENT COSTS AS PROVIDED BY ORDINANCE, AND / OR SUSPENSION OR LOSS OF CERTIFICATION FOR USE OF THE RESIDENTIAL DWELLING AS A SHORT- TERM RENTAL. I HAVE READ THE SHORT-TERM RENTAL ORDINANCE (ATTACHED) AND AGREE TO COMPLY TO ALL RULES & REGULATIONS: OWNER/APPLICANT INITIAL(S) \_\_\_\_\_

**ALL OWNERS OF RECORD MUST SIGN**

APPLICANT OWNER NAME(S) (PRINT): \_\_\_\_\_

APPLICANT OWNER SIGNATURE(S): \_\_\_\_\_

===== **FOR OFFICE USE ONLY** =====

DATE RECEIVED: \_\_\_\_\_ DATE APPROVED \_\_\_\_\_ FEE PAID: \$ \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_  
PRINT NAME SIGNATURE

CERTIFICATE NUMBER: STR- \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_