



City of St. Joseph
 700 Broad Street, St. Joseph, MI 49085
 (269) 983-1212
 Fax: (269) 985-0347
SHORT TERM RENTAL REGISTRATION FORM

RENTAL UNIT INFORMATION

ZONING DISTRICT:	TAX CODE #11-76-		
ADDRESS:			UNIT #
RENTAL UNIT PHONE:			
NUMBER OF UNITS IN BUILDING:	NUMBER OF BEDROOMS IN UNIT:		

BEDROOM #	SIZE OF BEDROOMS IN UNIT (example 10'1" x 13'3")
BEDROOM #1	
BEDROOM #2	
BEDROOM #3	
BEDROOM #4	
BEDROOM #5	

NUMBER OF OCCUPANTS: (OFFICE USE ONLY)

TOTAL NUMBER OF OCCUPANTS ALLOWED

TERM OF RENTAL (daily, weekly, monthly)	
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I certify that the information supplied to the City of St. Joseph on this document is true to the best of my knowledge

OWNER/AGENT SIGNATURE			
OWNER NAME			
OWNER ADDRESS			
PHONE:	CELL:	E-MAIL:	
AGENT NAME			
AGENT ADDRESS			
PHONE:	CELL:	E-MAIL:	



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**SHORT TERM RENTAL
LOCAL AGENT DESIGNATION AND AUTHORIZATION**

OWNER:	TAX CODE #11-76-
SHORT TERM RENTAL ADDRESS:	

LOCAL AGENT CONTACT INFORMATION:

Local agent address must be in the cities of Benton Harbor, Coloma, or St. Joseph; the townships of Benton, Coloma, Hagar, Lincoln, Royalton, Sodus, or St. Joseph; or the villages of Shoreham and Stevensville

NAME:	
ADDRESS	
TELEPHONE	
CELLPHONE	
E-MAIL	

I designate and authorize the Local Agent named above to act on my behalf with regard to all duties imposed on me by the City of St. Joseph's ordinances and rules regulating the Short Term Rental unit identified above, including accepting service notices, process or other legal documents issued by the City in such matters. I also agree that I will notify the City and the Local Agent, in writings should I ever revoke this appointment, and no such revocation shall be effective until received by the City.

Owner's Signature

Date

I will accept the designation and authority noted above, I certify that the contact information is correct, and I agree that I will notify the Owner and the City in writing in the event of any changes in that information or if I am no longer serving as Local Agent for this Short Term Rental unit.

Local Agent's Signature

Date

ZONING AUTHORIZATION

1. Was this unit properly registered as a rental unit as of November 30, 2006? If "no" go to question 2.	YES	NO
1a. If the answer to 1 is "yes" was this unit properly registered as a rental unit as of March 8, 2007 (if "yes" go to b. If "no" go to "2.")	YES	NO
1b. Was this unit leased for a period of time less than one month on or after March 8, 2005? If "yes", please provide evidence of this rental activity for instance, a copy of an executed lease, advertisement etc. If "no" go to "2".)	YES	NO
2. If you answered "no" to any part of Question 1, has the Short-term Rental use of this property been authorized through a Special Use Permit or Conditional Use Permit?	YES	NO
If "yes" what date was the special use Permit granted?	Date:	
If "no" the unit may not be registered or used as a short-term rental until such approval is received		

ADDITIONAL INFORMATION REQUIRED

1. Number of parking spaces provided for the Building Unit	SPACES	
2. Is a scaled floor plan attached to this application?	YES	NO
3. Is a fire escape plan attached to this application?	YES	NO
4. Is a copy of the lease form attached to this application?	YES	NO
5. Is the owner delinquent on any payment of the City, regardless of whether it is for this property or another property including real property taxes, water or sewer charges, special assessments, or any other amount?	YES	NO
6. Are copies of the written authorization for an agency to act on the owner's behalf and the agent's written acceptance of appointment attached to this application?	YES	NO

OFFICE USE ONLY

APPROVAL OR DENIAL BY:	DATE:
IF DENIED STATE REASON:	

City of St. Joseph
Short-term Rental
"Safe Haven" Language

The City's ordinance regulating Short-term Rentals requires that certain information be included in the lease, and also that certain information be posted in the rental unit to help a tenant summon emergency responders. The following sample language is provided as an aid to property owners, and when the appropriate individualized information is added, will be accepted by the City as satisfying the requirements of the ordinance. Property owners are not required to adopt this particular language, however, and remain free to develop their own language meeting the requirements of the ordinance.

1. Disclosures required in short-term leases under Section 8-98(b)(3)(B).

The City of St. Joseph requires that the following disclosures be made to tenants of short-term rentals: The maximum lawful occupancy of this rental unit is _____ persons. Off-street parking is required under City ordinance; as part of this lease you have rights to _____ parking spaces on the property. In case of emergency, the telephone number of this rental unit is _____. Under City ordinance, it is unlawful to play or operate any musical instrument, phonograph, or radio in such a manner as to cause loud or unusual sound or noise between the hours of 10 PM and 7 AM; it is also unlawful at all times to make any unnecessary loud or unusual noise which annoys the comfort, repose, health or safety of the public. You have the right to receive a copy of the rental unit permit, from the landlord, at your request. The rental unit permit must be prominently posted in the rental unit during your use of the property. A responsible tenant must sign an acknowledgment of these regulations, and provide contact information. Smoke detectors are provided in each rental unit as provided by law; no person shall tamper or interfere with the effectiveness of a smoke detector. Violators may be punished as provided under City ordinance.

2. Emergency information required to be posted in short-term rental units under Section 8-102(b).

EMERGENCY INFORMATION

[Street Address]
City of St. Joseph

In the event of an emergency requiring police, fire, or medical assistance, dial 9-1-1 immediately if it is safe to remain on the premises; if it is not safe, go to a place of safety and then call 9-1-1. For all 9-1-1 calls, the telephone provided in this unit rings first to the St. Joseph Police Department, and the Enhanced 9-1-1 system is intended to automatically provide your location to emergency personnel. Please confirm your address and the nature of your emergency, and follow the dispatcher's instructions.

If you call 9-1-1 from a cell phone, your call will be routed to the Berrien County dispatch center. In the event the St. Joseph Police Department dispatch center is currently receiving a large number of emergency calls, your call may similarly be routed to another local emergency dispatch center. Do not be put off by this, since these dispatch centers will also send the appropriate assistance. Cell phones may or may not automatically provide address information to emergency personnel.

You are located in the City of St. Joseph, at [address]. This structure is a [color] [one-story house, two-story house, apartment building, etc.], located on [street name] [distance and direction from cross street or other landmark]. Emergency responders can best enter this unit by [descriptive information as provided by owner].

The non-emergency number of the St. Joseph Police Department is 269-983-2571.

March 14, 2007

Subject: Short-term Rental Ordinance

Dear St. Joseph Rental Property Owner:

As you may know, the City of St. Joseph has long been considering additional regulations of short-term rentals. This issue was brought to the forefront in the summer of 2006, when a group of City residents grew concerned that the growing number of short-term rentals in residential neighborhoods was negatively affecting their property values and quality of life. For example, one neighbor in the State Street neighborhood complained that 15 college students had rented the house next door for a Notre Dame football weekend, and other residents related how their lives had been disrupted by excessive noise, litter, and parking problems. These residents circulated a petition asking the City to restrict and regulate short-term rentals to preserve the truly "residential" character of current residential neighborhoods.

After more than seven (7) months of public discussion and debate, the City Commission on February 26, 2007, approved ordinance amendments regulating short-term rentals in the City.

If you always lease your residential rental properties for terms of one month or longer, you do not need to take any additional action at this time, though you may wish to review the new rental ordinance, which is available on the City web site at www.sjcity.com, in [particular] order to be aware of the amended administrative provisions of the ordinance.

If you wish to lease any of your residential property for terms of less than one month, you will have to become familiar with the new ordinances.

--Properties that (1) were properly registered under the City's rental ordinance as of March 8, 2007, and (2) had been used as a short-term rental property in the previous 24 months, are "grandfathered" from the zoning provisions of the ordinance, so long as the owner re-registers the properties before May 8, 2007, and also complies with the new regulations. There is no fee for this re-registration. If such a property is not properly re-registered, or if the registration or use is abandoned in the future, zoning approval will be needed to re-establish a short-term rental use of the property.

--Properties that (1) were not properly registered under the City's rental ordinance as of March 8, 2007, or (2) had not been used as a short-term rental in the previous 24 months, must obtain zoning approval before being used as a short-term rental. Properties in the W Waterfront or R3 Multiple-Family residential zoning districts must apply for and obtain zoning approval through a Conditional Use Permit, which is an administrative approval from the Zoning Administrator. Properties in the R1 Single-Family or R2 Two-Family residential districts must apply for and obtain a Special Use Permit, which requires public hearings before the Planning Commission and the City Commission. Once zoning approval is received, the property must be registered

as a short-term rental and pay the associated registration and inspection fees.

All short-term rentals must abide by the amended regulations, which include items such as requiring that absentee owners appoint a local agent, a brief inspection of safety related items by the owner (or agent) between occupants, installation of a telephone for emergency use and ensuring that the owner and occupants both acknowledge occupancy and parking restrictions. Only new short-term rentals must obtain zoning approval.

Registration forms and additional information on the registration process, zoning approvals, and the regulations are available from the Inspection Department at 269-983-1212, or by sending your e-mail questions to info@sjcity.com. The new ordinances are available on the City website at www.sjcity.com. Finally, please understand that this letter merely "highlights" the new ordinances; any owner planning to register or re-register a short-term rental should obtain copies of the ordinances and make contact with the Inspection Department in order to ensure they understand what is required.

Thank you for your anticipated cooperation.

CITY OF ST. JOSEPH
Inspections/Planning/Zoning Department