



Short-Term Rental Registration Application for Single Family Homes in the City of the Village of Douglas

Steps in the Registration Process

1. Complete this Registration Application.
2. Submit this Application with the registration fee of \$250 to the Douglas City Clerk. (Certification is valid for a 3 year period)
3. If your short term rental has not been inspected within the last 36 months, the Fire Department will be notified and contact you (or your agent) to set-up an inspection.
4. The Fire Department will notify the City when the property meets the inspection guidelines. If a reinspection is necessary, there will be a \$60 fee per additional inspection.
5. Upon notification from the Fire Department, the City will send the owner (or agent) a Registration Certificate.

Property Address: _____ Application Date: __ / __ / __ Application No. _____

Property Owner's Information

Owners Name(s): _____

Telephone: Home: (___) ___ - ___ Other: (___) ___ - ___

Contact Address (if different than property address):

Street: _____ City _____ State: ___ Zip _____

Email Address: _____

Rental Agency Information (if applicable)

Agency Name: _____ Telephone: (____) ____ - ____
Street: _____ City _____ State: ____ Zip: ____
Contact Name(s): _____
Email Address: _____

Contact and Other Information:

Who should be contacted to set-up up the Fire Department inspection? [] Owner [] Rental Agent
Who is the primary contact for questions from the City? [] Owner [] Rental Agent
How many off-street parking spaces are available for renters? _____
Comments: _____

Property Owner's Certification and Agreement

I have read and understand the City of the Village of Douglas Single Home Short-Term Rental Ordinance.
Property Owner's Name (print): _____
Property Owner's Signature: _____ Date Signed: __/__/__

For Use	Application	Fire Dept.	FD Approval	Reg. Cert.
by City:	Received: __/__/__	Notified: __/__/__	Received: __/__/__	Issued: __/__/__

Revised: January 3, 2017