



Application for Registration for the Short-Term Rental of a Single Family Home 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 \$45 to Douglas City Clerk. (Certification is valid for a 1 calendar year period.)
3. Fire Department will be informed of your application and will contact you (or your agent) to set-up a mutually convenient time for the inspection.
4. The Fire Department will notify the City when the property meets the inspection guidelines.
5. Upon notification from the Fire Department, City will send owner (or agent) a Registration Certificate.

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

Property Owner's Information

Property Owner Name(s): _____
Telephone: Home: (___) ___-____ Other: (___) ___-____
Contact Address (if different than property address):
Street: _____ City _____ State: __ Zip: _____

Rental Agency Information (if applicable)

Agency Name: _____ Telephone: (___) ___-____
Street: _____ City _____ State: __ Zip: _____
Contact Name(s): _____

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: March 29, 2011