



# Short Term Rental Registration Application

Date Received \_\_\_\_\_

Application Number:

### Steps in the Registration Process

1. Complete this Registration Application.
2. Submit this application with the registration fee of \$250.00 to the Douglas City Clerk. **(Certification is valid for 3 years)**
3. The Fire Department will be notified and will contact you (or your agent) to schedule an inspection.
4. The Fire Department will notify the City when the property meets the inspection guidelines.
5. Upon notification for the Fire Department, the City will send the owner or agent a Rental Certificate.

**Rental Property Address:** \_\_\_\_\_ **Parcel #** \_\_\_\_\_

**PROPERTY OWNER'S MAILING ADDRESS:** Name: \_\_\_\_\_

Address/P.O. Box: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I hereby authorize that the agent as listed below is authorized to make this application for short-term-rental as my agent and we agree to conform to the all applicable laws and regulations of the City of the Village of Douglas. I additionally grant City of Douglas staff or authorized representatives thereof access to the property to conduct inspections as needed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Agency/Local Contact Information (if applicable)

Agency Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Contact and Other Information:

Who should be contacted to set up the Fire Department inspection? Owner  Agent

Who is the primary contact for questions from the City? Owner  Agent

How many off street parking spaces are available for renters? \_\_\_\_\_

Number of bedrooms \_\_\_\_\_ Sleeps how many? \_\_\_\_\_

**LOCAL EMERGENCY CONTACT PHONE NUMBER/NAME** \_\_\_\_\_

*I have read and understand the City of the Village of Douglas's Single Home Short Term rental ordinance.*

Property owner's name (print): \_\_\_\_\_

Property owner's signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

For Use	Fire Dept.	Fire Dept.	Max Occ
By City:	Notified ___/___/___	Approved ___/___/___	Load _____