SHORT TERM RENTAL OWNER REGISTRATION

Requested return date: December 15, 2027

Complete one registration per dwelling. Circle applicable options; write None or Unknown where needed. Return both pages to the Office of the Supervisor, Yates Township Hall, 6437 S. Nelson Rd., Idlewild, MI 49642, or email supervisor@yatestownship.com. Questions: 231-745-3940 ext. 3.

Registration records owner and property information. It is not an STR license or permission to advertise or operate. Ordinance 2025-02 and other applicable requirements still apply.

1. Registration type
New registration / Update existing registration

2. Rental property street address
Street, unit, city and ZIP

3. Parcel identification number

4. Rental name as advertised

5. Current STR license
Licensed / Applied / Not licensed / Unsure; license no. and expiration if known

6. Property status
Currently rented / Planned rental / Temporarily inactive / No longer rented

7. Legal owner name or entity
Legal owner(s); entity and authorized representative if applicable

8. Owner mailing address
Street or PO Box, city, state and ZIP

9. Owner telephone

10. Owner email

11. Additional legal owners
Any additional owners? Yes / No. If yes, attach full contact details for each.

12. Property manager or rental agent
Name, company, phone and email; or Owner managed

YATES TOWNSHIP STR OWNER REGISTRATION

Property street address

13. Local contact person name
Owner, manager or another authorized local contact

14. Local contact street address

15. Local contact telephone and email
Telephone and email; write None if no email

16. Rental arrangement
Entire dwelling / Portion of dwelling; identify area rented

17. Dwelling details
Bedrooms | Bathrooms | Floor area (sq. ft.)

18. Proposed maximum overnight guests
Proposed total, including children; subject to township review

19. Rental season and frequency
Year-round or months; estimated rental nights per year

20. Parking and wastewater
Off-street spaces (number); wastewater: Public sewer / Septic / Unsure

21. Advertising platforms and listing links
Platform names and URLs, including Facebook; attach extra links if needed.

22. Supporting materials supplied
Optional at registration; licensing review may require these separately.

- ☐ Ownership proof
- ☐ Floor plan
- ☐ Septic/well records
- ☐ Local contact affidavit
- ☐ Liability insurance
- ☐ Site and parking plan
- ☐ Restrictions / none statement
- ☐ Renter information plan

23. Owner certification
I certify that the information provided is true and complete to the best of my knowledge. I understand that registration does not grant a license or authorize rental operations. I will notify the township of changes to this information.

24. Owner signatures and date
Printed owner name / signature / date (include signing capacity for an entity)

TOWNSHIP USE ONLY Received: _____ Staff: _____ Record no.: _____

Township use: record receipt, match parcel and refer for licensing review. Information is handled under applicable public records requirements.