



Notification of Short-Term Rental to Neighboring Property Owner

Neighboring Property Owner:

This document serves to inform you that property located at _____ has applied for a short-term rental license under East Bay Charter Township's Ordinance 5 of 2019. As a property which abuts the above address and under the terms of the Short-Term Rental Licensing Ordinance, you must be supplied a 24-hour contact number for the owner or local agent of the short-term rental. Please familiarize yourself with this ordinance. It can be seen on the township's website at eastbaytwp.org or by visiting the township hall for a copy.

While rental property owners seek renters who behave responsibly and according to the township's ordinances, if an issue ever does occur, please use the following contact information to address the issue. Start with the first contact listed and graduate through the contacts if there is no resolution. Please understand the property owner or legal agent has two hours from the point of contact to mitigate any issue on-site.

1. Contact the property owner or local agent at the following 24-hour contacts:
Name: _____
Phone: (____) _____
Email: _____
2. Contact the Short-Term Rental hotline at (231) 222-6183.
3. Contact East Bay Charter Township Community Police Officers non-emergent line at (231) 947-3631.
4. Contact Grand Traverse County's non-emergent central dispatch line at (231) 922-4550.

As always, in cases of emergencies, call 911.

Again, please become familiar with Ordinance 5 of 2019, East Bay Charter Township's Short-Term Rental Licensing Ordinance, as there are ramifications for property owners, both short-term rental owners and year-round neighbors, for ordinance violations.

For any questions regarding this property, please refer to the property owner or local agent contacts. For any questions on the ordinance, please contact the township's Department of Planning & Zoning at (231) 947-8681.