



Short-Term Rental Checklist

All short-term rentals:

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- Proof of Ownership: Examples of acceptable documentation are a copy of your deed or a copy of your property tax bill.

 - Sketch of dwelling unit, including number of bedrooms, and location of windows/doors.

 - Sketch of premises showing where the dwelling is located, including any outbuildings, and where motor vehicles, boats, campers, and trailers will be parked on site.

 - If needed or desired, affidavit of designation of authorized designee.
If you choose to authorize another individual to seek a short-term rental license in your behalf of a property you own, then this form is necessary and provided on the township's website for your convenience. (Affidavits require notarization.)

 - Affidavit of Notification of Short-Term Rental to Neighboring Property Owners
Form is provided on the township's website for your convenience. (Affidavits require notarization.)

 - Copy of emergency contact information provided to neighbors and renters.
The Notification of Short-Term Rental to Neighboring Property Owner form may be used and is provided on the township's website for your convenience.

 - Photographs of the short-term rental property and structure.
Photograph should include a front exterior of the short-term rental and any additional photographs to show compliance with the Junk Ordinance.

 - A copy of subdivision restrictions or condo bylaws indicating short-term rentals are not prohibited.
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In addition, for short-term rentals with a septic waste system and/or a dry-well:

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- Proof of properly functioning, maintained wastewater disposal system, documented at least once every three years. This may be receipt from a commercial septic hauler which shows payment for pumping and hauling or designates tank has been examined and pumping is not required at the time of examination.
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In addition, for short-term rentals with a holding tank:

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- Proof of properly functioning, maintained wastewater disposal system. This may be receipt from a commercial septic hauler which shows the holding tank is being pumped on a regular basis given the size of the holding tank.
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Please note:

East Bay Charter Township has several Notaries Public on staff and available to notarize documents during regular township office hours of Monday through Thursday from 7 am to 5:30 pm. This service is free of charge.