



City of South Haven

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Short-Term Rental Ordinance Registration FAQ

The City of South Haven Council adopted a Short-Term Rental Ordinance on May 16, 2016. An important element of this ordinance is the requirement that all short-term rental units be registered with the city. A copy of the complete rental ordinance text as well as registration forms are available on the city's website at www.south-haven.com and at the city building department offices. **All persons owning an existing dwelling unit used for short-term rentals must register the unit no later than July 15, 2016.**

A registration fee of \$20.00 per parcel shall be paid when the registration certificate is pick-up at the city hall customer service desk.

How do I determine if my dwelling unit is subject to the registration requirement?

This Short-Term Rental Ordinance requires registration of each residential dwelling unit that is available for rent for at least two (2) nights at one time but less than thirty (30) days.

This Ordinance **does not apply** to hotels, motels, or bed & breakfast establishments, or lodging units. Please note that residential dwelling units are not allowed to be rented out for periods of less than two (2) nights.

Who needs to fill out and sign the Short-Term Rental Dwelling Registration Form?

The legal owner of the Short-Term Rental Dwelling is required to sign the Form/Affidavit. Where more than one person has an ownership interest, the required information shall be provided for each owner. Please note that all legal owners of the Short-Term Rental Dwelling must sign the Form/Affidavit. Attach multiple Forms as necessary for each owner's signature. In those cases, in which the owner is not a person, the information required for registration shall be provided for the organization owning the Short-Term Rental Dwelling and for the president, general manager, director(s), partner(s), executor, trustee(s), or other chief executive officer(s) of the organization.

What is the deadline for submitting a Short-Term Rental Dwelling Registration Form?

The Ordinance requires that a Short-Term Rental Dwelling be registered prior to it being occupied by a renter beginning July 15, 2016. Registrations for new rentals will be accepted throughout the year but may be subject to additional regulations as ordinances may be amended.

What information will be shown on the Rental Registration?

The Registration will show the address and permit number as well as the maximum occupancy allowed for the unit. (Occupancy maximums will not be enforced until January of 2017.) The emergency contact phone number will also be shown.

How is maximum occupancy determined?

For existing rental units, the occupancy is based on 2 persons (over 24 months of age) per bedroom with 2 additional persons per occupied floor or 16 persons, whichever is less. For newly constructed, newly enlarged, or newly rented dwelling units in areas of the City that do not allow mixed-uses, the formula is the same but the maximum cap is 12 persons. Property owners in areas of the City that do allow mixed-uses may apply for an increase in maximum occupancy, which will be granted if certain conditions are met. Please see the full text of the Short-Term Rental Ordinance for more details.

How is the off-street parking requirement determined?

It is based on the number of bedrooms. Up to three bedrooms requires 2 parking spaces. Each bedroom over 3 requires one additional space.

What information must be posted in a rental unit?

A notice must be posted in a prominent first-floor window of any dwelling unit used for short-term rentals stating (in at least 16-point type) the name of the local agent for the dwelling unit, a 24-hour telephone number with which the agent can be reached, and the maximum occupancy of the dwelling unit. Posting a copy of the Rental Registration in a prominent first-floor window satisfies this requirement.

The street address of the property must be posted in at least two prominent locations within the dwelling unit in order to assist occupants in directing emergency service personnel in the event of an emergency. The address should be posted near the kitchen and near any telephone or pool.

When is the information on the City's noise, parking and garbage pick-up available?

This information is in a city prepared handout titled "Good Neighbor Guide" and will be issued with the rental permit.

How and when is the Rental Registration issued?

Rental Registration will be issued by the City after a completed registration Application and fee are received.

Questions regarding the registration application should be directed to Building Services Department at 269-637-0789.