

## Short Term Rental License - Frequently Asked Questions

### **What part of the license application do I fill out?**

*Fill out all the information above the section entitled "for office use only". If you have problems with the equation regarding the number of people allowed or any other portion of the zoning administrator can help you.*

### **Can you explain the equation to determine the maximum number of adult occupants allowed in my rental property?**

*The Township uses this equation based on the building codes used for household occupancy.*

### **The letter to the property owners within a 300 FT radius, you were going to provide a template, correct?**

*We will send you the template letter and you will complete it. We will mail the letter to the property owners. Also, we will send you a copy of the property owners that we send the letter to.*

### **Do you want a copy of the tenant information that will be providing to our renters?**

*Yes*

### **We had our septic inspected when we bought the house. Is this adequate?**

*We are looking for the most recent Health Department permit preferably.*

### **How do we process the license application? Can we fill out a form and email it to you?**

*You can email the form, hand deliver it, or mail it via the US postal service. Remember, the Township needs the application fee to have a complete application to process.*

### **What notification do we have that the license has been issued? Who signs it for the Township? Will something be mailed to us?**

*The Zoning Administrator will review the application, make an appointment for a site visit and then issue the license by mail to the owner. A copy could be sent to an agent if requested.*

### **What if I have rental contracts that we had in place prior to the ordinance going into effect?**

*The Township recognizes that owners may have contracts signed for the 2019 summer months, however, you still need to apply for the Short Term Rental License. The Zoning Administrator is instructed to fully implement the Short Term Rental License Ordinance within thirty (30) day of passage of the ordinance.*

### **I would like some clarification of what is considered a violation of the ordinance.**

*Section seven (7) of the ordinance states the rental standards and regulations, section eight (8) details the duties to remedy violations and section nine (9) details the suspension and revocation of license parameters. The Township understands that an owner/operator cannot guarantee that all tenants behave all the time but that procedures can be put in place to educate your tenants to minimize future problems. That is why a twenty-four (24) hour contact person is required.*

### **I would like to sign the application, but I do have some concern with saying that I give you the right to enter my property for inspection.**

*The designated Township representative will need to enter the building and have access to the property to review the criteria that is required on this application. In addition, the Township may be taking photographs to document the property at the time of the application. This would be helpful for both the applicant and the Township if there was a future complaint.*

### **Who is the check written to?**

*Eveline Township*

### **How soon will you be ready to conduct inspections?**

*The ordinance goes into effect on \_\_\_\_\_ and you are expected to apply within thirty (30) days of this date.*

