



Community & Economic Development
 300 East Nine Mile Road
 Ferndale MI 48220
 248.546.2366
 www.ferndalemi.gov

CSTR# _____

APPLICATION FOR REGISTRATION OF SHORT TERM RENTAL UNIT

PLEASE PRINT LEGIBLY AND FILL OUT COMPLETELY; INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Property Address _____ Sidwell _____ E-Mail _____

Owner's Full Name _____ Date of Birth / / Driver's License # or Michigan ID# or (State) _____
 If Corporate, Tax ID# _____

Owner's Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Manager or Legal Agent _____ Work Phone _____ Home Phone _____

Address _____ City _____ State _____ Zip _____

LIST OF OWNER'S PROPERTIES WITHIN THE CITY OF FERNDALE OFFERED FOR RENT / LEASE (Attach separate list, if necessary)

Address _____ Address _____
 Address _____ Address _____

Fee Schedule: _____ \$250 Per 12 Month License Cycle

I hereby apply for a Short Term Rental License under Ordinance No. 1258, Chapter 7, Article VII, and do certify that the above information is correct and true and that I am the LEGAL OWNER or LEGAL MANAGER / AGENT (i.e. power of attorney) of the premises at the above location.

Applicant's Signature _____ (Owner Manager) _____

For Office Use Only

Application: _____ Sent _____ Due _____ Received _____ Final Inspection: _____ Date _____ Time _____

Initial Inspection: _____ Date _____ Time _____ Reschedule: _____ Date _____ Time _____

Reschedule: _____ Date _____ Time _____ \$75 Fee Req'd: Y / N _____ Due: _____ Recv'd: _____

\$75 Fee Req'd? _____ Y / N _____ Due _____ Received _____ Approved: _____

Vios Due: _____ Sent _____ Due _____ Date: _____

Notice of Violation		Ticket #	Issued
Sent _____	Due _____	1st _____	_____
Sent _____	Due _____	2nd _____	_____
Sent _____	Due _____	3rd _____	_____

Short Term Rentals ("STR") are limited by Ordinance to no more than 5% of housing units in a block. Locations are reviewed by the City and granted on a first come first serve basis. Eligible STR locations are not guaranteed until the City is in receipt of a fully completed application and fee. All applicants must complete the inspection process and receive their STR Certificate within 60 days of submitting the application. The CED Director may consider a one-time extension. Failure to complete the inspection process will result in the return of the application and forfeiture of the fee. Existing STR Certificate holders must renew annually with a completed application and fee prior to expiration and receive certification within 60 days of expiration.