



# Saugatuck Township

3461 BLUE STAR HIGHWAY  
P.O. BOX 100  
SAUGATUCK, MI 49453

PHONE (269) 857-7721  
[www.SaugatuckTownship.org](http://www.SaugatuckTownship.org)

## RENTAL APPLICATION

FOR OFFICE USE ONLY			
TWP Permit #	STFD Notified	MAX Occupancy	Saugatuck Township FD Approval

Rental Address: \_\_\_\_\_ Parcel Number: 0320- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### PROPERTY OWNER'S INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City & State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby authorize that the agent as listed below is authorized to make this application for rental as my agent and we agree to conform to the all applicable laws and regulations of the Saugatuck Township. I additionally grant Township staff or authorized representatives thereof access to the property to conduct inspections as needed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Rental Agent / Emergency Contact

Please Note: Saugatuck Township requires all rental properties to have a designated agent or emergency contact that is located within 45 miles of the township when the unit is being rented. **Must list someone other than the property owner for emergency contact.**

Please Note: Emergency contact will only be used in the event that the property owner and/or rental agent is unreachable.

Agency Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### Contact & Other Information

Who should be contacted to set up the Fire Department inspection? Owner \_\_\_\_\_ Agent \_\_\_\_\_

Per Sec 40-631 dwellings are not permitted in accessory buildings. Initial here to confirm this request is for a rental in a principal building. [Sec 40-631](#)

How many **off street** parking spaces are available for renters use? \_\_\_\_\_ # of Bedrooms \_\_\_\_\_ Sleeps \_\_\_\_\_

Rental Type: Short Term \_\_\_\_\_ Long Term \_\_\_\_\_

I have read and understand the Saugatuck Township's Rental Ordinance. [Click HERE to view the ordinance.](#)

Owner/Agent name (print) \_\_\_\_\_

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### The Rental Registration Process

1. Complete this Registration Application (one application and one fee for each unit)
2. Submit this application with the inspection fee \$250 to Saugatuck Township's Clerk. (Certification is valid for 3 years.)
3. The Fire Department will be notified and will contact you (or your agent) to schedule an inspection.
4. The Fire Department will notify the Township when the property meets the inspection guidelines.
5. Upon notification from the Fire Department, Saugatuck Township will send the owner or agent a Rental Certificate. **Rental Certificate shall be posted on the main level next to the emergency evacuation instructions and floor plan.**