



City of Grosse Pointe Park

SHORT TERM RENTAL LICENSE APPLICATION: COMMERCIAL/MIXED USE

\$25.00 Non-Refundable Application Fee

\$50.00 License Issuance Fee

\$100.00 Inspection Fee

OWNER CONTACT INFORMATION:

Name: _____ Birthdate: _____

Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____

E-Mail: _____

Signature: _____ Is this a renewal of existing license? Yes ___ No ___

*If the owner of the property is a corporate entity or trust, please attach all members/ beneficiaries and their percentage of ownership if applicable

APPLICATION TO BE APPLIED TO SHORT TERM RENTAL LISTED BELOW:

Description of rented space (i.e. upper flat): _____

Number of bedrooms: _____ Number of bathrooms: _____

Rental Unit Address: _____

CHECKLIST:

☐ YES / ☐ NO Has the Owner ever been cited for a violation for the City's Sort-Term Rental Licensing Ordinance, or previously had a short-term rental license revoked?

☐ YES / ☐ NO [Nuisance Response Plan](#) Attached?

☐ YES / ☐ NO [Cash Bond Agreement](#) of \$1,500 in the form of a cashier's check and made payable to the City of Grosse Pointe Park – not due until the license is approved

☐ YES / ☐ NO Is the Trust/ Beneficiary/ ownership percentage information attached if applicable?

LIST OF SHORT-TERM RENTAL PLATFORMS USED TO ADVERTISE LISTING:

*Must provide printouts of URLs advertising your short-term rental for each platform

FORM MUST BE COMPLETED IN ITS ENTIRETY.

INTERNAL USE ONLY

Application Number: _____ Submission Date: _____

Approval signatures: _____
Assistant City Manager Building Official

LOCAL AGENT INFORMATION:

If the owner or license holder does not qualify as, or does not desire to be, a local agent, then the license holder shall designate a local agent. A local agent must reside or maintain a physical place of business within a 30-minute radius of the short-term rental. The local agent shall be knowledgeable about the premises and accountable for responding to the premises 24 hours per day, 7 days a week, 365 days per year.

Designated Local Agent: ☐ OWNER ☐ OTHER: List Below

Agent Name: _____

Agent Address: _____

Agent Phone Number: _____ Agent E-mail: _____

Approval of Agent:

- I designate the local agent above and authorize the local agent to act as my agent for any acts required of the license under Chapter 22 Article 5

Property Owner Signature: _____ Date: _____

By signing this application, I attest to all the following:

- I have reviewed [Chapter 22 Article 5 of the City Code](#).
- The contents of this application are true and will be promptly updated if any of the information in this application changes. I understand that including false, incorrect, or misleading information on an application is grounds for suspension or revocation of the license.
- **I understand the license holder and/or local agent has the duty to remedy any violation** of Chapter 22 Article 5 of the City Code, by the occupants and visitors of a short-term rental. Upon receiving notice of the violation, the license holder and/or local agent shall ensure that the violation is remedied **within two hours** of receipt of such notice.
- I understand this is an application, not a license, and that an application does not convey a property right. I understand that if a license issued under Chapter 22 Article 5 it shall remain in effect for a period of one year from the date it was issued unless it is suspended or revoked by the City. I further understand that the application fee is non-refundable.
- I understand that the City has no obligation to notify me about the expiration of my license and that **I am responsible for the timely renewal** of my license before its expiration date. My property cannot continue to be used as a short-term rental in the absence of a renewed license.
- **I understand that short-term rental licenses are non-transferable**, and that my license shall become void upon the attempted transfer of a license or transfer of ownership of the property for which the license is issued. In such cases, the new property owner must obtain a new license before short-term rentals may be resumed.

Owner Signature: _____ Date: _____

Local Agent Signature: _____ Date: _____

THIS FORM MUST BE SIGNED TO BE VALID

RETURN TO/EMAIL:
City of Grosse Pointe Park
Attn: Building Department
15115 E Jefferson Ave
Grosse Pointe Park, MI 48230
building@grossepointepark.org