

Phone: (269) 756-9221  
Fax: (269) 756-3031  
Email: treasurer@threeoaksvillage.org



Permit Fee: \_\_\_\_\_  
\* Non Refundable \*

**SHORT TERM RENTAL PERMIT  
APPLICATION**

Date of Application: \_\_\_\_\_ Applicant Email: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Applicant Contact #: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Address of Rental: \_\_\_\_\_

This permit is issued pursuant to Village of Three Oaks Ordinance 210 and is valid for a period of one year from the date signed below, unless terminated due to a violation, and shall be renewed annually.

**MAXIMUM OCCUPANCY LOAD** \_\_\_\_\_

**I hereby acknowledge receipt of the following documents (please initial):**

\_\_\_\_\_ Copy of Ordinance 210  
\_\_\_\_\_ Short Term Rental Self Inspection Form  
\_\_\_\_\_ Short Term Rental Registration

\_\_\_\_\_  
OWNER / AGENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER / AGENT PRINTED NAME

**For Village Use Only:**

I hereby certify that the above applicant has paid the required fee to operate a short-term rental property within the Village of Three Oaks.

\_\_\_\_\_  
Village Representative

\_\_\_\_\_  
Date

I hereby certify the following:

- Each bedroom has a working smoke alarm; there is a working carbon monoxide detector on each floor; and that the owner/agent will check these devices at least every 90 days.
- Each kitchen has a working fire extinguisher and that a working fire extinguisher is located near each outdoor cooking device.
- I will include in my lease agreements the maximum occupancy load as determined by the Village, off street parking requirements, the local landline telephone number, noise regulations, and other ordinance requirements. A copy of the lease agreement is attached.
- I consent to inspections by the Village of Three Oaks and will make the dwelling unit available for inspections upon request.
- I will notify the Village within 30 days of any change in the information provided above.
- I will notify the Village within 30 days if any of the items inspected by the Village are altered after the inspection.
- I understand that the permit fee is a non-refundable fee.
- There are no open or outstanding Building, Electrical, or Mechanical Permits on this property
- An Occupancy Permit is obtained from the Building Inspector.
- I have included a scaled floor plan copy, as well as the term of rental (daily, weekend, weekly, etc.).

---

OWNER/AGENT SIGNATURE

---

DATE

---

OWNER/AGENT PRINTED NAME