

**TOWNSHIP OF LELAND  
LEELANAU COUNTY, MICHIGAN**

**Leland Township Short Term Rental Property Registration Ordinance**

**THE TOWNSHIP OF LELAND ORDAINS:**

**SECTION 1. TITLE**

This Ordinance shall be known and cited as the Leland Township Short Term Rental Property Registration Ordinance.

**SECTION 2. PURPOSE**

This Ordinance requires the owners of short term rental properties to annually register such properties with the Township and to provide necessary information related to such property.

- 1) The number of short term rentals in Leland Township has increased substantially in recent years.
- 2) Many of these short term rentals are owned by LLCs, family trusts, or other legal structures which make it difficult to identify the responsible person for the property.
- 3) Leland Township needs to be able to communicate with these owners when needed both promptly and efficiently.
- 4) Leland Township needs to obtain certain information about short term rental properties in order to better understand the impacts such short term rentals create on the community and to respond to complaints relative to the property when they occur.

**SECTION 3. APPLICABILITY**

The requirements of this ordinance are applicable to short term rentals in any existing zone within Leland Township with the following exceptions: It does not apply to hotels, motels, lodges, bed and breakfasts, farm housing rentals or to rental units in commercial zones.

This ordinance should not be construed as either an approval or disapproval of short term rentals in residential zones in the Township.

## **SECTION 4. DEFINITIONS**

Unless otherwise specified herein, the terms used in this ordinance shall be defined as follows:

1. **Short Term Rental:** Any building, house, cabin or other structure or portion thereof which forms a single habitable unit having facilities which are used or intended to be used for sleeping, cooking, eating and bathing purposes and is used for accommodating one or more renters for any lease period of less than 75 days during a calendar year.
2. **Local contact person:** A local property manager, owner, or agent of the owner who is designated by the owner to be available to respond within 45 minutes to complaints or take remedial action and or respond to any violation of any Township ordinance.
3. **Owner:** The person or legal entity which holds the legal title to the property (or portion thereof) used as a Short Term Rental.
4. **Parking Space:** An onsite designated parking area or space legally available to the dwelling unit for overnight parking of a motor vehicle(s) and/or trailer(s).

## **SECTION 5. TOWNSHIP SHORT TERM RENTAL REGISTRATION REQUIREMENTS**

1. The Township of Leland is establishing herewith a short term rental registration system which requires all owners of short term rentals to annually provide the following information:
  - a) the name(s), permanent address, phone number(s) (including personal cell phone numbers) and email address(es) of the owner(s) of said property or the owners of any entity owning a short term rental property;
  - b) the physical address of said property;
  - c) the number of bedrooms in said property;
  - d) the number of bathrooms in said property;
  - e) the maximum number of persons permitted to occupy the said property;
  - f) the number of fire, smoke and carbon monoxide detectors in said property;
  - g) the number of off street parking spaces at said property used for the short term rental;
  - h) the name, address, business and cell phone number, and email address of a local contact person that may be contacted and who is available within 45 minutes of the rental location to respond to emergencies and complaints.

## **SECTION 5. REGISTRATION PROCESS**

1. The registration process shall be an annual requirement.
2. A registration form shall be available on the Township website which shall be used by all registrants, and the form shall outline all of the above information requirements.
3. All short term rental owners are required to register their properties within 60 days of the adoption of this ordinance. In subsequent years, registration of short term rentals shall be completed by March 1 of the applicable calendar year.
4. If an individual or other legal entity owns more than one short term rental property, separate registration forms and fees shall be filed for each property.
5. All registration forms submitted by short term rental owners shall be accompanied by a \$150 annual registration fee.
6. All registration forms shall be signed by the property owner or other legally authorized person;
7. Upon the successful completion of the registration, each short term rental property shall be provided a registration number applicable to that property.
8. After short term rental property owners are provided a registration number, it is required that such registration number be displayed on all advertisements for rental of said property and all rental contracts.

## **SECTION 6. PENALTIES**

1. Failure to register shall result in a minimum fine of \$100 per week.
2. Failure to include the registration number for the property on all advertising and or contracts or leases shall result in a minimum fine of \$100 per occurrence.

## **SECTION 7. EFFECTIVE DATE**

This ordinance shall become effective 30 days after its publication in a newspaper in general circulation within the Township.

## **SECTION 8. VALIDITY**

If any section, clause or provision of this Ordinance or the application thereof to any person or entity or circumstance be declared by a court of competent jurisdiction to be invalid, such invalidity shall not affect any remaining portions or application of this Ordinance which can be given effect without the invalid portion or application.

## **SECTION 9. ENFORCEMENT**

This ordinance shall be enforced in a manner consistent with the Leland Township General Code Penalty Ordinance, Ordinance 2016-02. To the extent there is any conflict between Ordinance 2016-02 and the Short Term Rental Property Registration Ordinance, the terms of the Short Term Rental Property registration Ordinance shall control.

