



SHORT-TERM RENTAL REGISTRATION FORM

Who is registering the rental? ☐ Property Owner: complete sections 1 – 3 ☐ Management: complete sections 1 – 4

SECTION 1: PROPERTY INFORMATION

Property Address:

Type of Building: ADUs AND 3+ MULTI-FAMILY BUILDINGS ARE NOT PERMITTED

☐ Single-Family ☐ Duplex

Occupancy Information: IF THE OWNER EVER RESIDES AT THE DWELLING, SELECT OWNER-OCCUPIED

☐ Owner Occupied ☐ Non-Owner Occupied

Estimated Frequency: HOW OFTEN WILL THE DWELLING BE RENTED?

☐ 1 – 5 times a year ☐ 6 – 10 times a year ☐ 11 – 20 times a year ☐ 21+ times a year

Estimated Duration: HOW LONG WILL EACH RENTAL PERIOD LAST?

☐ 1 – 3 days ☐ 4 – 7 days ☐ 8 – 14 days ☐ 15 – 27 days ☐ 28+ days

Listing Information: SELECT ALL THAT APPLY

☐ Airbnb ☐ VRBO ☐ Booking.com ☐ Other _____

SECTION 2: 24-HOUR EMERGENCY CONTACT

**** THIS PERSON IS RESPONSIBLE FOR RESPONDING TO PUBLIC SAFETY IN THE EVENT OF AN EMERGENCY ****

Name:

Phone Number:

Email Address:

SECTION 3: PROPERTY OWNER INFORMATION

Owner's Name:

Email Address:

Phone Number:

Mailing Address:

City:

State:

Zip:

SECTION 4: MANAGEMENT INFORMATION

Manager's Name:

Business Name:

IF APPLICABLE

Email Address:

Phone Number:

Mailing Address:

City:

State:

Zip:

I am the owner (or designated agent of the owner) of the short-term rental property. I agree to comply with the terms and requirements of the City of Wyoming Ordinances Section 10-3. I understand that a Short-Term Rental Certificate is required prior to occupancy. I understand that renting a property may affect eligibility for a PRE. I understand that a PDF or electronic signature will be treated as an original for all purposes and by signing, the applicant consents to that treatment of any PDF made of the document.

Signature of Applicant

Typed / Printed Name

Date

SHORT-TERM RENTAL INFORMATION

What is a short-term rental?

Section 10-3 of the City of Wyoming Code of Ordinances defines a short-term rental as a rental or subletting of any dwelling (single room, part of a dwelling, or the whole dwelling) that is rented out for 27 days or less.

Does my short-term rental require a business license?

No.

Is there a fee for registering?

Registration is free. However, if the property fails to be registered, there are fines that could be levied. Fine information can be found in the ordinance.

Do I need to complete a new registration form every year?

Yes.

Will renting my property short-term affect my Principal Residency Exemption?

Renting a property may affect eligibility for a PRE. Please consult with a real estate attorney for guidance. If you have additional questions, contact the Assessing Department at 616-530-7231.

How long is my registration active?

The certificate will expire on December 31 following its issuance unless the certificate is issued after November 1 of any year, in which case it will expire on December 31 of the following calendar year. For example, a certificate issued on 4/1/26 would expire on 12/31/26; a certificate issued on 11/5/26 would expire on 12/31/27.

Can my registration ever be revoked?

Yes, registration can be denied, suspended, revoked, or not renewed for the following reasons:

1. Failure to register the property while utilizing it as a short-term rental
2. Renting the property for longer than 27 days
3. If there are unpaid property taxes, utility bills, fees, or other amounts due to the City
4. Responses from Public Safety on 3 separate occasions within 1 year
5. 5 verified nuisance complaints in any 30-day period
6. Code violations that make the property dangerous or uninhabitable
7. The property does not comply with the WPMC, fire codes, and other applicable laws, rules, regulations, and ordinances

How can I read the Short-Term Rental ordinance in its entirety?

A copy of the ordinance (Section 10-3) is available at the Inspections counter in City Hall, located on the corner of 28th Street and DeHoop Ave (1155 28th St SW). City Hall is open Monday – Thursday, 7 AM – 5 PM. The ordinance will also be available online.