

Village of Waunakee
500 W. Main Street - P.O. Box 100
Waunakee, WI 53597

License Expires Each Year on December 31	
Type	Fee
<input type="checkbox"/> New	\$1,000
<input type="checkbox"/> Renewal	\$500

Short-Term Rental Application

This application must be submitted with all other required documents and fees (paid in full) in order to be accepted

Short-Term Rental (STR) Site Information

Address:	Parcel ID No.:
Maximum Capacity:	State Lodging License No.*:
FEIN No.:	WI Seller's Permit No.*:

**Copies of permits/licenses must be included with application*

Owner Information

Name:		Address:	
Phone:	Date of Birth:	Email:	

Will the owner of the property serve as Property Manager? YES NO**

***If no, complete Property Manager Information section below*

Property Manager Information (If not Owner)

Name:		Address:	
Phone:	Date of Birth:	Email:	

Items to Submit with Application – Required at the time of Submittal:

- Copy of State of Wisconsin License for a Tourism Rooming House License issued under Wis. Stat. Sec. 254.64
- Copy of completed State Lodging Establishment Inspection form dated within one year of the date of issuance or renewal
- Proof of Insurance
- Copy of Seller's Permit from the Department of Revenue, if any
- Floor Plan and requested maximum occupancy
- Site Plan including availability on-site parking
- Designation of the Property Manager AND Property Manager Agreement (if applicable)
- Copy of completed inspection
- Employer identification number issued by the Internal Revenue Service

I state that I have read the foregoing answers and the same are true to the best of my knowledge. I understand that any short-term rental license shall comply with all provisions of Village of Waunakee Code Chapter 18, Article 7, and I hereby certify that the property meets those requirements and I will comply with those requirements, and also comply with the Village of Waunakee Code Chapter 62, Section 3. I hereby additionally designate the Property Manager, if any, as an agent for the purpose of accepting service of process in any civil action arising out of or in conjunction with the use of this license. Village of Waunakee Code Section 18-404 requires that every applicant must disclose on his or her application for any license any and all amounts of money owed to the Village by the applicant or the property's prior owner. Any application failing to disclose such debts will not be issued a license until all debts are paid in full. I hereby further certify that I do not have any outstanding debts owing to the Village of Waunakee.

Owner Signature: _____ Date: _____

Remit Application, fees and all other required documents to the Village Clerk

FOR OFFICE USE ONLY			
Date Received: _____	Fee Paid: _____	License No.: _____	
Outstanding Debt: _____	Fire Inspection: _____	Building Inspection: _____	
Licensed Approved: _____	Clerk Signature: _____	Date: _____	