

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	\$100
<input type="checkbox"/> Renewal	\$100

Short-Term Rental: Property Manager Application

This application must be submitted and fees (paid in full) in order to be accepted

Note: Property Manager must be on-call twenty-four hours a day, seven days a week and reside within a 25-mile radius of the Village of Waunakee.

Applicant Information

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

Applicant Criminal History

Have you ever been convicted of a felony or misdemeanor of any offense involving dishonesty, fraud, deceit, robbery, the use or threatened use or violence upon the person of another? YES* NO

*If yes, please list all convictions below. If more space is needed, please attach additional sheets.

Year	Offense / Conviction	Agency

Do you have any PENDING charges? YES** NO

*If yes, please list all pending charges below. If more space is needed, please attach additional sheets.

Year	Offense / Arrest	Agency

Properties Managed (If more space is needed, please attach additional sheets.)

Address:	Parcel ID No.:
STR License No.:	Owner Name:

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STR License No.:	Owner Name:

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. I further acknowledge that I may be the agent for the purposes of accepting service of process in any violation of the Village of Waunakee Code arising out of/ or in conjunction with the use of the short-term rental license.

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.: _____	
Criminal History Check: _____	Police Department Check: _____		
Licensed Approved: _____	Clerk Signature: _____	Date: _____	
Explanation, if denied: _____			