

Town of Westport

5387 Mary Lake Road

Waunakee, WI 53597

License Expires Each Year (Annually) on June 30	
Type	Fee
<input type="checkbox"/> New	\$1000
<input type="checkbox"/> Renewal	\$ 500

Short-Term Rental Application

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

Short-Term Rental (STR) Site Information

Address _____ Parcel ID # _____
Maximum Occupancy _____ State Lodging License #* _____
FEIN # _____ WI Seller's Permit #* _____

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

Owner Information

Name _____ Address _____
Phone _____ Date of Birth _____ Email _____

Owner is also Property Manager YES NO (If no, complete Property Manager information below)

Other Business Names This Property May Be Listed Under

Name(s) _____

Property Manager Information (if not Owner)

Name _____ Address _____
Phone _____ Date of Birth _____ Email _____

Items to Submit with Application (REQUIRED AT TIME OF SUBMITTAL)

- Copy of State of Wisconsin License for a Tourist 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 available on-site parking
- Designation of the Property Manager AND Property Management Agreement (if applicable)
- Copy of completed inspections
- 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 Town of Westport Code Title 7, Chapter 11, and I hereby certify that the property meets those requirements and I will comply with those requirements, and also comply with the Town Lodging Tax Code, Chapter 7-12, Town Code. I hereby additionally designate the Property Manager, if any, as an agent for the purposes of accepting service of process in any civil action arising out of or in conjunction with the use of this license. Town of Westport Code Section 7-11-5(g) requires that every applicant must disclose on his or her application for any license any and all amounts of money owed to the Town by the applicant or the property's prior owner. Any applicant 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 the Town of Westport.

Owners Signature _____ Date _____

Remit application, fees and all other required documents to:

Clerk-Treasurer, Town of Westport, 5387 Mary Lake Road, Waunakee, WI 53597

FOR OFFICE USE ONLY	
Date Received: _____	Fee Paid: <input type="checkbox"/> yes / <input type="checkbox"/> no License #: _____
Outstanding Debt: <input type="checkbox"/> yes / <input type="checkbox"/> no	Fire Inspection: <input type="checkbox"/> yes / <input type="checkbox"/> no Building Inspection: <input type="checkbox"/> yes / <input type="checkbox"/> no
Licensed Approved: <input type="checkbox"/> yes / <input type="checkbox"/> no	Clerk-Treasurer Signature: _____ Date _____

Once received, the Property Owner or Property Manager shall notify the Clerk-Treasurer IN WRITING when the first rental begins Chapters 7-11 and 7-12, Town of Westport Code, Attached

Town of Westport
5387 Mary Lake Road
Waunakee, WI 53597

License Expires Each Year
(Annually) on June 30
\$250 per additional unit
Primary (1st) STR. License #:

Short-Term Rental: Additional Unit Application

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

Short-Term Rental (STR) Site Information

Address _____ Parcel ID # _____
Maximum Occupancy _____ State Lodging License #* _____
FEIN # _____ WI Seller's Permit #* _____

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

Owner Information

Name _____ Address _____
Phone _____ Date of Birth _____ Email _____
Owner is also Property Manager YES NO (If no, complete Property Manager information below)

Other Business Names This Property May Be Listed Under

Name(s) _____

Property Manager Information (if not Owner)

Name _____ Address _____
Phone _____ Date of Birth _____ Email _____

Items to Submit with Application (REQUIRED AT TIME OF SUBMITTAL)

- Copy of State of Wisconsin License for a Tourist 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 available on-site parking
- Designation of the Property Manager AND Property Management Agreement (if applicable)
- Copy of completed inspections
- 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 Town of Westport Code Title 7, Chapter 11, and I hereby certify that the property meets those requirements and I will comply with those requirements, and also comply with the Town Lodging Tax Code, Chapter 7-12, Town Code. I hereby additionally designate the Property Manager, if any, as an agent for the purposes of accepting service of process in any civil action arising out of/or in conjunction with the use of this license. Town of Westport Code Section 7-11-5(g) requires that every applicant must disclose on his or her application for any license any and all amounts of money owed to the Town by the applicant or the property's prior owner. Any applicant 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 the Town of Westport.

Owners Signature _____ Date _____

Remit application, fees and all other required documents to:

Clerk-Treasurer, Town of Westport, 5387 Mary Lake Road, Waunakee, WI 53597

FOR OFFICE USE ONLY	
Date Received: _____	\$250 Fee Paid: <input type="checkbox"/> yes / <input type="checkbox"/> no License #: _____
Outstanding Debt: <input type="checkbox"/> yes / <input type="checkbox"/> no	Fire Inspection: <input type="checkbox"/> yes / <input type="checkbox"/> no Building Inspection: <input type="checkbox"/> yes / <input type="checkbox"/> no
License Approved: <input type="checkbox"/> yes / <input type="checkbox"/> no	Clerk-Treasurer Signature: _____ Date _____

Once received, the Property Owner or Property Manager shall notify the Clerk-Treasurer IN WRITING when the first rental begins Chapters 7-11 and 7-12, Town of Westport Code, Attached

Town of Westport
5387 Mary Lake Road
Waunakee, WI 53597

License Expires Each Year (Annually) on June 30	
Type	Fee
<input type="checkbox"/> New	\$100
<input type="checkbox"/> Renewal	\$100

Short-Term Rental: Property Manager Application

Property Manager must be on call 24/7 and reside within 25 miles of the Town of Westport
 This completed application must be submitted along with all fees (paid in full)

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 use back of this application.

Year	Offense / Conviction	Agency

Do you have any PENDING charges? Yes / No

If YES, please list pending charges below. If more space needed, please use back of this application.

Year	Offense / Arrest	Agency

Properties Managed (If more space is needed, please include additional properties on separate page)

1. Address _____
 Parcel ID# _____ STR Licence # _____ Owner Name _____
2. Address _____
 Parcel ID# _____ STR Licence # _____ Owner Name _____
3. Address _____
 Parcel ID# _____ STR Licence # _____ Owner Name _____
4. Address _____
 Parcel ID# _____ STR Licence # _____ 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 Town of Westport Code Title 7, Chapter 11, and I hereby certify that the properties meet those requirements. I further acknowledge that I may be the agent for the purposes of accepting service of process in any violation of the Town of Westport Code arising out of/ or in conjunction with the use of the short-term rental licenses.

Applicant Signature _____ Date _____

Remit application, fees and all other required documents to:

Clerk-Treasurer, Town of Westport, 5387 Mary Lake Road, Waunakee, WI 53597

FOR OFFICE USE ONLY	
Date Received: _____	\$100 Fee Paid: <input type="checkbox"/> yes / <input type="checkbox"/> no License #: _____
Criminal History Checked: <input type="checkbox"/> yes / <input type="checkbox"/> no	Employee Initial _____ Chief of Public Safety Check: <input type="checkbox"/> yes / <input type="checkbox"/> no
Licensed Approved: <input type="checkbox"/> yes / <input type="checkbox"/> no	Clerk-Treasurer Signature: _____ Date _____
Explanation, if denied: _____	

Town Clerk/Treasurer must be notified in writing when additional properties are added to management