Town of Westport

5387 Mary Lake Road
Waunakee, WI 53597

License Expires Each Year
(Annually) on June 30

Type	Fee
☐ New	$1000
☐ 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: ☐ yes / ☐ no License #: _____
Outstanding Debt: ☐ yes / ☐ no Fire Inspection: ☐ yes / ☐ no Building Inspection: ☐ yes / ☐ no
Licensed Approved: ☐ yes / ☐ 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