

**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

<b>FOR OFFICE USE ONLY</b>	
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