

**Town of Westport**  
**5387 Mary Lake Road**  
**Waunakee, WI 53597**

License Expires Each Year  
(Annually) on June 30  
\$250 per additional unit  
Primary (1\*) 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: ☐ yes / ☐ no License #: \_\_\_\_\_  
Outstanding Debt: ☐ yes / ☐ no Fire Inspection: ☐ yes / ☐ no Building Inspection: ☐ yes / ☐ no  
License 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**