# Town of Westport

**5387 Mary Lake Road**
**Waunakee, WI 53597**

## 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: ☐ yes / ☐ no   License #: _____

Criminal History Checked: ☐ yes / ☐ no   Employee Initial _____   Chief of Public Safety Check: ☐ yes / ☐ no

Licensed Approved: ☐ yes / ☐ no   Clerk-Treasurer Signature: _____   Date _____

Explanation, if denied: _____

---

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