

**VILLAGE OF SHOREWOOD HILLS**  
**SHORT-TERM RENTAL LICENSE APPLICATION**

Initial Fee: \$200 / Renewal Fee: \$100

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Short-term Rental Address: \_\_\_\_\_

Legal Residence of Applicant: \_\_\_\_\_

Designated Operator Name: \_\_\_\_\_

Designated Operator Address: \_\_\_\_\_

Designated Operator Phone: \_\_\_\_\_

Initial License or Renewal? \_\_\_\_\_

Do you own or rent the dwelling unit you wish to license as a short-term rental?

Yes \_\_\_ No \_\_\_

If not, please provide the name and phone number of the landlord:

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*Applicants who are tenants of the proposed STR property must provide a signed letter of permission from the owner of the dwelling unit that states that short-Term rental is authorized under the terms of the lease or by other private agreement.*

Is the dwelling unit subject to the rules, regulations, or by laws of a condominium association?

Yes \_\_\_ No \_\_\_

*Applicants whose dwelling unit submitted for STR licensing is subject to the rules, regulations, or bylaws of a condominium association must provide a signed letter of permission from the condominium association that states that short-term rental is authorized under the association's rules, regulations, or bylaws.*

Attachments to be submitted with application: (mark if submitted)

- \_\_\_ Official Building Code Inspection Report
- \_\_\_ State of Wisconsin Tourist Rooming House License
- \_\_\_ Seller's Permit issued by the Wisconsin Department of Revenue\*
- \_\_\_ Letter of Permission from owner of dwelling unit (if applicant does not own the property)
- \_\_\_ Letter of Permission from the condominium association (if applicable)

*By signing this application for short-term rental license, I certify that the information is true and accurate. Additionally, I certify that I have read and agree to comply with Chapter 10 Section 10-1-100(g)(11) of the Village's Municipal Code.*

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*Applicant Signature*

*Date*

Received by: \_\_\_\_\_ Received Date: \_\_\_\_\_ Payment: \_\_\_\_\_

Approved or Denied: \_\_\_\_\_

Village Administrator

\*If the applicant only lists on AirBnB/VRBO, a seller's permit is not required by WisDOR and the applicant can simply note "AirBnB/VRBO only" on the application.