



CITY OF LAKE GENEVA

Short Term Rental (STR) Renewal

SHORT TERM RENTAL INFORMATION

Property Address _____ in the City of Lake Geneva, WI

Period of Operation _____

(Up to 180 consecutive days)

APPLICANT INFORMATION

Applicant Identity: Owner Property Manager

(If property manager, written permission to operate Short Term Rental from Property Owner must be attached)

Name _____
(Last, First, Middle)

Mailing Address _____ City _____ State ____ Zip _____

Phone Number _____ Email _____

Maximum Occupancy for Premise _____

(Total number of occupants licensed by the State of Wisconsin or two per bedroom plus two additional occupants, whichever is less)

PROPERTY OWNER INFORMATION SAME AS APPLICANT

Name _____
(Last, First, Middle)

Mailing Address _____ City _____ State ____ Zip _____

24-hour Phone Number _____ Email _____

DESIGNATED OPERATOR SAME AS APPLICANT

Name _____
(Last, First, Middle)

Mailing Address _____ City _____ State ____ Zip _____

24-hour Phone Number _____ Email _____

◆◆ continued on next page ◆◆

Please include the following REQUIRED items with this application
(Application cannot be submitted without all items included)

1. Completed City of Lake Geneva Short Term Rental (STR) Application Form.
2. Provide a current floor plan for the Short Term Rental at a minimum scale of one-inch equals 4 feet, and Site Plan of the property at a minimum scale of one inch equals ten feet showing on-site parking spaces and trash storage areas.
3. Provide Proof of Valid property and liability insurance for the dwelling unit.
 - (appropriate proof showing home is used as a Short Term Rental)
4. Provide a State of Wisconsin Tourist Rental House License.
5. Provide a Seller's Permit issued by the Wisconsin Department of Revenue.
6. Completed City of Lake Geneva Room Tax Permit and pay applicable fee.
7. Payment of Administrative Fee of \$750.00 annual license for each consecutive 365-day period.

I certify 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 is required to comply with all provisions of Ordinance 19-1 of the City of Lake Geneva and I hereby certify that the property meets those ordinance/code requirements. I hereby additionally designate the listed Designated Operator 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, in the event I cannot, after reasonable effort, be served personally.

Applicant Signature _____

Date _____

LAKE GENEVA MUNICIPAL CODE SECTION 14-139 No license, certificate, or permit shall be granted for any premises for which taxes, assessments or other claims of the City are delinquent and unpaid or to any person delinquent in payment of such claims to the City.

For Office Use Only

Date Filed: _____ *Receipt Number:* _____ *Total Amount:* \$ _____

Date forwarded to Fire Dept.: _____ *Fire Inspector Approval:* _____

Date forwarded to Building Dept.: _____ *Building Inspector Approval:* _____

Notes/conditions: _____

Date License issued: _____ *License Number:* _____ *Copy to: Finance*