



Village of Ashwaubenon

2155 Holmgren Wy • Ashwaubenon, WI 54304
P: 920.492.2302 F: 920.492.2328
www.ashwaubenon.com

LICENSE EXPIRES EACH YEAR (ANNUALLY) ON JUNE 30

Table with 2 columns: TYPE, FEE. Rows: New \$100.00, Renewal \$100.00

Short-Term Rental: Property Manager Application

Property Manager must be on call 24/7 and reside within 25 miles of the Village of Ashwaubenon
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 of force or violence upon the person of another? Yes / No

If YES, please list all convictions below. If more space needed, please use back of this application.

Table with 3 columns: 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.

Table with 3 columns: Year, Offense / Arrest, Agency

Properties Managed (If more space needed, please include additional properties on separate page)

1. Address, Parcel ID #, STR License #, Owner Name
2. Address, Parcel ID #, STR License #, Owner Name
3. Address, Parcel ID #, STR License #, Owner Name
4. Address, Parcel ID #, STR License #, 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 Ashwaubenon Municipal Code Chapter 6, Article 13, and I hereby certify that the properties meet those requirements.

Applicant Signature: Date:

Remit application & fees to:

Clerk-Treasurer, Village of Ashwaubenon, 2155 Holmgren Way, Ashwaubenon, WI 54304

FOR OFFICE USE ONLY
Date Received, \$100 Fee Paid, License #, Criminal History Checked, Employee Initial, Chief of Public Safety Check, Explanation, if denied

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