



Village of Ashwaubenon

2155 Holmgren Wy • Ashwaubenon, WI 54304
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www.ashwaubenon.com

LICENSE EXPIRES EACH YEAR (ANNUALLY) ON JUNE 30

Table with 2 columns: TYPE, FEE. Rows: New \$500.00, Renewal \$500.00

Short-Term Rental Application

This completed application must be submitted with all other required documents & fees (paid in full) in order to be accepted. Following submittal of complete application packet and fees, you will be contacted to schedule fire & building inspections.

Short-Term Rental (STR) Site Information

Address, Parcel ID #, FEIN #, Maximum Occupancy, State Lodging License #, 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

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...
Copy of completed State Lodging Establishment Inspection form...
Proof of dwelling insurance
Copy of Seller's Permit from the Department of Revenue
Floor plan and requested maximum occupancy
Site plan including available on-site parking
Completed Short Term Rental Property Manager Application (if applicable)
Employer identification number (FEIN) issued by the Internal Revenue Service (if applicable)

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 property meets those requirements.

Owner Signature: Date:

Remit application, fees and all other required documents to:

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

FOR OFFICE USE ONLY
Date Received, \$500 Fee Paid, License #, Outstanding Debt, Fire Inspection, Building Inspection, Explanation, if denied

Once license is received, the Property Owner or Property Manager shall notify the Office of the Clerk-Treasurer IN WRITING when the first rental begins