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Town Hall physical address: 230 E. County Rd. Y, Oshkosh, WI 54901

Mailing Address: 1076 Cozy Lane, Oshkosh, WI 54901; 920-235-7771

License Period:

May 1, 20 ____ to April 30, 20 ____

New License Fee: \$200.00

New (1st-time applying) Short-Term Rental Application

Short-Term Rental Site Information

Site Address:
Parcel No: 018-
Maximum Capacity (Persons):

Property Owner Information

Name:
Mailing Address:
Phone Number:
Emergency Phone Number (required):
Email:

Questions:

Is the rental site rented for less than 30 contiguous days? If yes, proceed with application. If no, a license is not required.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the rental site rented for more than 10 days per calendar year? If yes, proceed with application. If no, a license is not required.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

NEW License Applicant must submit the following documentation with the application:

<input type="checkbox"/> State Tourist Rooming Houses License No:	<input type="checkbox"/> Liability Insurance Certificate (proof of insurance):
<input type="checkbox"/> Most recent Winnebago County (State DATCP Agent) Inspection Date:	<input type="checkbox"/> Employee Identification Number (EIN) (if applicable):
<input type="checkbox"/> Parking Plan – diagram, drawn to scale of on-site, off-street parking area(s) designated for tenants and invitees on the premises.	<input type="checkbox"/> WI Seller's Permit No. or evidence of operation with a marketplace provider, such as Airbnb or VRBO:

I certify that the answers marked on this application are true and correct to the best of my knowledge. I understand that I must comply with all the provisions of the Town of Oshkosh Ordinance including Short-Term Rental Title 7 Chapter 13. I further understand that failure to comply with the requirements of the Ordinance may result in revocation or non-renewal of my license or may be subject to other penalties as provided in the Ordinance.

Property Owner Signature: _____ Date: _____

Remit application fees and all other required documents to the Town Clerk. Include any supporting documents to explain a situation, if necessary

For Office Use Only	
Date Received: _____	<input type="checkbox"/> Required documents/receipts were submitted
Fee Paid: _____	Paid by: <input type="checkbox"/> Cash, <input type="checkbox"/> Check, or <input type="checkbox"/> Card Online
License was <input type="checkbox"/> Approve or <input type="checkbox"/> Denied by the Town Board, Determination Date: _____	
The approved license was mailed or emailed on: _____ Clerk Signature: _____	