



VILLAGE OF EPHRAIM

SHORT-TERM RENTAL CERTIFICATION OF NON-RENTAL FORM

The property at: _____

Parcel Number: _____

Date owner ceased renting: _____

THE ABOVE LISTED PROPERTY IS NO LONGER BEING USED AS A SHORT-TERM RENTAL BECAUSE *(Please select one and if necessary, provide the required information):*

- ☐ The property sold.
 - ☐ *If your property has sold, please provide a copy of the bill of sale.*
- ☐ The property is a long-term rental (30+ consecutive days to the same occupant)
 - ☐ *If your property is a long-term rental, please provide a copy of the lease.*
- ☐ I am no longer renting the above-mentioned property.
 - ☐ *Please provide documentation that you have deactivated your Door County Tourism Zone Commission lodging permit and your WI DATCP TRH license.*
- ☐ My property is part of a condominium property for which management is handling licensing with WI DATCP, collecting payments for overnight stays, and remitting all lodging taxes (Room Tax, Sales Tax, and PRAT) on my behalf.
 - ☐ *If your property is part of a condominium association, please provide the rental management agreement.*

I CERTIFY THAT *(all must be initialed if not renting):*

- ___ I have deactivated my Door County Tourism Zone Commission lodging permit.
- ___ I have deactivated my Wisconsin Seller's Permit.
- ___ I have deactivated my WI DATCP TRH license.
- ___ I have removed ALL online and print advertising for the property.

By signing this form, I am confirming that (please initial the certification below that pertains to your situation) *(Long-term rentals skip this section and proceed with the signature section):*

___ *I am not personally renting my property, it is part of a condominium management program that handles all aspects related to rentals including but not limited to reservations, collection of lodging fees and taxes, remittance of all taxes, and licensing with the Door County Tourism Zone Commission and WI DATCP. All media advertising for my property has been removed/ deleted/ deactivated outside of what the management company has listed for me on my behalf. I have provided the Village with the information requested on this form, and all required licensing has been deactivated. I understand that I must notify the Village of Ephraim should my plans change regarding Short-Term Rentals.*

___ *I no longer rent the above-listed property. All media advertising for my property has been removed/ deleted/ deactivated. I have provided the Village with the information requested on this form, and all required licensing has been deactivated. I understand that I must notify the Village of Ephraim should my plans change regarding Short-Term Rentals before advertising my property for rental.*

Property Owner Signature: _____ **Date:** _____