

[date]

[Name of Neighboring Property Owner

[Mailing Address]

Regarding: [Short-term Rental Property Address]  
Sturgeon Bay WI 54235

Dear Neighboring Property Owner:

I am the [owner / agent for owner] of the above-referenced property which is offered for rent for a fee as a short-term rental. The Town of Sevastopol recently adopted an ordinance to establish minimum standards and responsibilities of owners who rent out their residential dwellings as a short-term rental.

That ordinance requires me to provide information to neighboring residential property owners located within two hundred (200) feet of the rental property, in all directions from this property, as follows:

- Telephone and email contact information to enable you to contact me regarding the rental of this residential dwelling.
- Provide a copy of the Property Rules that renters must abide by; they are enclosed with this letter.
- Provide you with my Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP) tourist rooming house license number.

If you have any questions, please feel free reach out to me. The complete ordinance is available on the Town of Sevastopol’s website, [www.townofsevastopol.com](http://www.townofsevastopol.com), along with some frequently asked questions about short-term rentals, and a 24/7 Hotline number to report concerns regarding rental activity at this property.

Sincerely,

[name]

Address of Rental Property: \_\_\_\_\_

Owner / Agent Name: \_\_\_\_\_

Owner / Agent Contact Telephone: \_\_\_\_\_

Owner / Agent Contact Email: \_\_\_\_\_

Wisconsin DATCP License No.: \_\_\_\_\_

Property Rules: Enclosed

24/7 Hotline Available: [insert phone number as provided on Town website]

**IF AN EMERGENCY, DIAL: 911**