


TOWN OF GENEVA
Short-Term Rental License Application

FEE: \$250.00 per rental property **New** **Renewal**
(If mailing: N3496 Como Rd, Lake Geneva, WI 53147)

*Credit Card payments are now accepted through our website with a small transaction fee.
Find the credit card icon  on the RIGHT side of the website home page.
You will complete the Short-Term Rental Application online at that time - do not complete this paper form.*

www.townofgenevawi.com

Short-Term Rental Owner

Business Name

Mailing Address

Mailing City, State, Zip

Owner Name

Email

Mailing Address (if different from Business)

Owner phone#:

Emergency Contact name/number

Do you rent or own this property? Own Rent

Is this property part of a Condo Association? No Yes: If yes, which? _____

Is this property your primary residence? Yes No

Was this property used as a short-term rental the previous year? Yes No

Short-Term Property Manager (if applicable)

Business Name

Mailing Address

Mailing City, State, Zip

Property Manager Name

Email

Mailing Address (if different from Business)

Property Manager #:

Emergency Contact name/number

Continue on Back of Form

Business Name	
Rental Address 1: Renewal Permit #: Quarterly taxes paid by: Owner / AirB&B / VRBO / Expedia / HomeAway	Rental Address 2: Renewal Permit #: Quarterly taxes paid by: Owner / AirB&B / VRBO / Expedia / HomeAway
Rental Address 3: Renewal Permit #: Quarterly taxes paid by: Owner / AirB&B / VRBO / Expedia / HomeAway	***OWNER MUST REPORT quarterly receipts to Town even if payment is coming from an agency listed. See www.townofgenevawi.com for STR Quarterly Report forms.

IMPORTANT:

1. Short-term Rentals **MUST** complete separate Business License / Short Term Rental Application forms for each rental if they are operated under different business names or LLCs.
2. For rentals under the **SAME** business name or LLC, you only need **ONE** business license, but each Short-Term Rental location requires a separate Short-Term Rental License.
3. **RENEWALS:** Short-Term Rental Licenses, as well as Business Licenses, expire July 1. Please send your renewal in May so that you can be added to our Board Agenda for approval in June.
4. **GUEST REGISTRY:** Owners and management may be requested to provide the prior year’s guest registry.
5. Applicants must provide a copy of their Walworth County Short-Term Rental License and the Wisconsin Tourist Rooming House License with this application.

FEES:

- Annual Permit Fee: \$250.00, due at the time of application submittal
- Late fee for failure to renew annual license by June 30: \$100.00

I hereby declare that the information contained herein is true and complete to the best of my knowledge.

Applicant’s Signature _____ Date _____

OFFICE USE: Payment: Cash Receipt# _____ / CC/ Check # _____

SECTION 3.0 OPERATION OF A SHORT-TERM RENTAL

Each short-term rental shall comply with all of the following requirements:

- (A) If a residential dwelling is rented for periods of more than 6 but fewer than 29 consecutive days, the total number of days within any consecutive 365-day period that the dwelling may be rented shall not exceed 180 days.
- (B) Offering a residential dwelling for rent for a fee or similar consideration for periods of less than seven days is prohibited except as allowed in the B-5 zone district.
- (C) No recreational vehicle, camper, tent, or other temporary lodging arrangement shall be permitted on site as a means of providing additional accommodations for paying guests or other invitees.
- (D) Any outdoor event held at the short-term rental shall last no longer than one day occurring between the hours of 7:00 am and 10:00 pm. Any activities occurring at the short-term rental shall comply with other applicable noise regulations.
- (E) A local property management contact (either the Property Owner or an appointed Property Manager) must be on file with the town at all times and must be located within 25 miles of the short-term rental. The Property Owner and/or Property Manager must provide the town with current contact information and must be available 24 hours a day, 7 days a week by telephone. The town must be notified within 24 hours of any change in contact information.
- (F) Each short-term rental shall maintain a register and require all guests to register with their actual names and addresses. The register shall be kept on file for at least two years. The register shall also include the time period for the rental and the monetary amount or consideration paid for the rental.
- (G) Each short-term rental shall hold a valid State of Wisconsin Tourist Rooming House License and shall provide proof of such license by attaching a copy to the initial license application and all subsequent renewal applications.
- (H) Each short-term rental property shall provide a “Service Check List” (*a list of emergency and non-emergency numbers*).
- (I) A minimum of two parking spaces shall be provided. No on-street parking for renters of the property will be allowed. Parking may be provided off-site. Parking spaces must meet the standards set forth in the Walworth County Zoning Code.
- (J) A list of property rules must be posted at the property, provided to the guests, and a copy submitted with the application for a license. Property rules must include the following minimum information:
 - i. Maximum occupancy of the property.
 - ii. Contact information for the designated operator.
 - iii. Where to park.
 - iv. Quiet hours of 10:00 p.m. to 7:00 a.m.
 - v. Pet policy. No more than four pets are allowed at the property.
 - vi. Outdoor burning regulations.
 - vii. Non-emergency contact information for law enforcement and fire.
 - viii. If applicable, information on the location of the high-water alarm for the POWTS, and procedure to follow if the alarm is activated.
 - ix. What to do with the garbage after the rental period is done.
 - x. Copy of the State of Wisconsin tourist rooming house license.
 - xi. Copy of the County and Town’s short term rental license.
 - xii. Copy of the boating regulations.