



CITY OF Hillsboro
APPLICATION FOR
SHORT TERM RENTAL OF PROPERTY
 (Form addresses Zoning, Room Tax, & a Health License)

Fee: _____
 Receipt #: _____
 Date: _____

Read all instructions before completing. Complete all fields and check appropriate boxes. Type or use black ink.

SECTION 1: Applicant / Authorized Representative Information

Applicant Name (Ind., Org. or Entity)	Authorized Representative (if any)	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	

SECTION 2: Resident Owner Information (Complete fields when landowner is different than applicant)

Name (Ind. Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	

SECTION 3: Site Location and Zoning Information

Property Address:	Parcel Number(s):	Zoning District (check one): <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-4 <input type="checkbox"/> Other	Check one: <input type="checkbox"/> Property use is Residential <input type="checkbox"/> Property Use is Non-residential
A short term rental means renting to the same short term renter for up to 28 consecutive days. Short term rentals are <u>only</u> allowed in R-3 zones.			<input type="checkbox"/> Applicant understands <input type="checkbox"/> Clarification needed
Has the applicant verified that short term rentals are allowed by the property restrictive covenants, Home Owner's Association (HOA), landowner, landlord, etc.?			<input type="checkbox"/> Applicant Verified <input type="checkbox"/> Not Verified

SECTION 4: Room Tax Information

Number of rooms available for rent:	Current Rate Schedule: (Attach rate schedule if available)	When rooms are available for rent (check one): <input type="checkbox"/> Year Round <input type="checkbox"/> Seasonal	If seasonal, period of year available:
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Please note, in the City of Hillsboro, you are responsible for collecting the **5% Room Tax** from the short term renter and you are responsible for forwarding the 5% Room Tax to the City of Hillsboro Treasurer at the address to the right. Most short term rental websites do not collect room tax as part of the booking process.

Lisa Johnson
City of Hillsboro Treasurer
 123 Mechanic St. PO Box 447
 Hillsboro, WI 54634 Phone:
 (608)489-2521

CONTINUED ON BACK OF THIS FORM

SECTION 5: License Information

Application Information: Prior to permittance, a tourist rooming house license issued under Wis. Stat. §97605, proof of insurance, proof of state lodging establishment inspection, and proof of a valid Wisconsin Department of Revenue Sellers Permit is required.

Check one:

- Information included
- Information not included

An annual permitting fee for a Lodging – Tourist Rooming House is required with this form, and then due every calendar year by June 30.

- First year payment included
- Payment not included

In accordance with Chapter 7.12 of the Hillsboro Municipal Code, I the undersigned do hereby respectfully make application to the City of Hillsboro for a license. I hereby certify that I am familiar with the laws, ordinances, and regulations pertaining to the conditions of said establishment in the City of Hillsboro, and **I hereby agree, if granted said license, to obey all provisions of said laws, ordinances and regulations.**

- Applicant understands
- Clarification needed

A license is NOT transferable. You **must** have a **valid** license before operating. All licenses expire June 30th annually. A **late fee** will be added to all renewal applications post marked after June 30th. Closure of non-current licensed establishments will occur July 20th with additional reopening fees added for any operator requiring the above action.

- Applicant understands
- Clarification needed

SECTION 6: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Applicant Name (<i>print</i>)	Applicant Signature	Date Signed
Property Owner Name (<i>print</i>)	Property Owner Signature	Date Signed

FOR OFFICE USE ONLY

Reviewing Agent	Application Data	Extra Needed Information	
City Clerk	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete		
Zoning Administrator	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete		
Treasurer	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete		
Inspection	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete		
Common Council	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete		
Other	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete		
REVIEW DECISION	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DENIAL	DATE:

How to apply to be a Short Term Rental Property In the City of Hillsboro

The short term rental of property is possible in the City of Hillsboro, per certain City of Hillsboro and Wisconsin Act 59 regulations. It looks easy when you go online and can quickly list your bedroom, loft, apartment, house, condo, etc., for rent on a multitude of private sites. However, you must also file a 'Short Term Rental of Property' application form with the City of Hillsboro.

This instruction summary will help you define if your property qualifies as a short term rental property. This summary will also remind you of some of the steps and rules that must be adhered to in order to remain a short term rental property in good standing with the City of Hillsboro.

Is this application for all land in the Hillsboro zip code (54634)?

No. This application applies only to properties within the Hillsboro City Limits. The Hillsboro zip code extends into many of our adjacent communities. When looking up your property parcel number, see if it begins with the numbers "236" to ensure that your property is in the City of Hillsboro.

What properties can qualify?

City of Hillsboro properties that are zoned Residential-3 (two family residential) can be a short term rental property. Residential dwellings in other zoning districts may also be eligible to be used as a short term rental property if properly re-zoned. If you are not sure what your zoning category is, go to the following City of Hillsboro mapping website and click on Zoning Map.

<https://www.hillsborowi.com/maps>

Short term rentals are allowed in the following residential zoning districts:

- R-3, for short term rentals of 0-28 consecutive days

Does my short term renter need to pay a room tax?

Yes! In the City of Hillsboro, you are responsible for collecting the 5% Room Tax from your short term renter and you are responsible for forwarding the 5% Room Tax to the City of Hillsboro Treasurer at the address identified on Section 4 of the application form. The 5% Room Tax CAN be paid at the City Hall office. Please note that most short term rental websites do not collect the 5% Room Tax for you as part of the online booking process. Failure to not pay room tax can result in fines and loss of short term rental license.

Do I need a property inspection before booking a short term rental?

Yes! The initial pre-inspection, referenced above, is performed by the Fire Department. The City strongly recommends that you review your property for the following safety features prior to the inspection:

- Working smoke alarms and carbon monoxide alarms
- Working fire extinguishers
- Two safe forms of emergency building exits
- Properly ventilated furnaces, water heaters, fire places, and stoves
- Proper exterior exhaust vents for bathrooms and showers
- Good working electrical, heating and air conditioning systems

Are there a maximum number of days that I can book my short term rental?

A short term rental means renting to the same short term renter for up to 28 consecutive days. There is no limit to the number of times a space can be rented, just a maximum duration.

Are there other things I need to check before applying?

Be sure to check that your property restrictive covenants, Home Owner's Association (HOA), landowner, landlord, etc., allow short term rentals. Some do not allow this type of use and you are responsible for confirming if it is allowed before applying with the City of Hillsboro as the City does not verify that for you. You are responsible for your property so be sure to double-check.

The Wisconsin Department of Agriculture, Trade and Consumer Protection website has a 4-page summary guide of Wisconsin laws for short term rentals. Below is a link to the document:

<https://datcp.wi.gov/Documents/ShortTermRentalGuidance.pdf>

If you feel you have addressed all of the above, you may qualify to have a short term rental property in the City of Hillsboro!