

Town of Black Wolf

Short-Term Rental License Application

Please complete and submit the following information to the Town of Black Wolf Clerk:

Property Owner(s) Information	
First & Last Name(s):	
Email Address:	
Phone Number:	
Home Address:	

Short Term Rental Property Information	
Address:	
Tax Parcel Number:	
Number of Bedrooms:	
Number of Guests the Rental can Accommodate:	
Number of On-Site Parking Spaces:	
Management Contact Information (Name, address, email, phone):	

List of Properties within 1,000ft of the Short-Term Rental Property (attach additional page if needed):

Submit the Following with this Application:

- ☐ **Application or renewal fee in either cash or check.** Check can be written to "Town of Black Wolf" with parcel number or address in the Memo line.
 - a. Application Fee \$250.00
 - b. Renewal Fee \$100.00
 - c. Pursuant to the Town of Black Wolf's Short-Term Rental Licensing Ordinance, all short-term rental licenses, regardless of when they were issued, will be reviewed for renewal yearly on the second Monday in January.
- ☐ **State of Wisconsin Sale and Tax Use Number:** _____
 - a. For more information visit the WI Department of Revenue:
<https://www.revenue.wi.gov/Pages/TaxPro/2021/Homeowners-and-Individuals-Selling-Short-Term-Lodging.aspx>

- b. If property is listed/advertised through a marketplace provider (Airbnb, VRBO, etc) please note the site used.
- ☐ **Parking plan showing allowable parking locations for renters of the property.**
- ☐ **Sanitary Permit issued for the property (if applicable).**
 - a. Issued by Winnebago County for septic systems. Homes connected to a sewer system may not apply.
- ☐ **“Tourist Rooming House (TLR)” License, Permit, or Registration issued for the property pursuant to Administrative Code Chapter ATCP 72.**
 - a. Issued by Winnebago County Health Department (920) 232-3000
- ☐ **Proof of insurance**
 - a. Must include the name of the licensee and property address

All questions pertaining to this ordinance and application should be submitted to the Town Chairman.

I, the undersigned applicant, hereby acknowledge receiving a copy of or am otherwise aware of the Town of Black Wolf Short-Term Rental Licensing Ordinance and agree to comply with the requirements of that Ordinance. I understand that failure to comply with the requirements of the Ordinance may result in revocation or nonrenewal of my license or other penalties as provided in the Ordinance.

Applicant Signature: _____ Date: _____

Office Use Only:

License Approved _____ License Denied _____

- ☐ Recorded
- ☐ Fee Collected (Initial/Renewal)
 - o Cash
 - o Check# _____
- ☐ License Sent