



City of Washburn
Short-Term Rental License Registration Form

To register for a short-term rental license, please complete this form and submit it to the City Clerk, 119 Washington Avenue, PO Box 638, Washburn, WI 54891, along with the \$150.00 registration fee and proof of all required State permits and/or licenses. Please note that your registration is effective from the date of application through December 31 of that year, after which it must be renewed in additional yearly increments. The short-term rental Owner and/or Property Manager must, at all times, keep the City apprised of their current phone number and email contact, and must agree to respond within 24 hours of any attempted contact by the City.

REGISTRATION TYPE

Please check one below:

- Initial Registration
 Renewal Registration (Submit By November 15)
 Update to Contact Information (due within 3 days of change)
-

RENTAL PROPERTY INFORMATION

Address of Rental Property: _____
Number of Bedrooms: _____ Maximum Number of Overnight Guests: _____
Owner's Last Name: _____ Owner's First Name: _____
Owner's E-mail Address: _____
Owner's Phone Number: _____
If using a Property Manager:
Property Manager's Full Name and Business Affiliation (if any): _____
Property Manger's Address: _____
Property Manager's E-mail Address: _____
Property Manager's Phone Number: _____

OWNER'S SIGNATURE

Under penalty of law, I swear that I have read and understand Title 7, Chapter 11 of the City of Washburn Ordinances pertaining to short-term rentals, and that the information provided in this application is true and correct to the best of my knowledge.

SIGNATURE: _____ Date: _____

Date Filed: _____ Amount Paid: _____ Receipt # ; _____ Received by: _____

Return a copy to Applicant upon filing.