

# Town of Holland

**Sheboygan County, Wisconsin**

DATE

Town of Holland  
W3005 County Rd G  
Cedar Grove, WI 53013

Property Owner Name  
Property Owner Address  
Property Owner Address

Dear Town of Holland Property Owner,

This letter is being sent to inform you that the Town of Holland Board passed Ordinance 2018-07 on October 15<sup>th</sup>, 2018, creating Chapter 280 of the Code of the Town of Holland, Short-Term Rentals, and that the Town of Holland Board adopted Ordinance 2019-03 on April 29<sup>th</sup>, 2019, amending Chapter 280. The requirement that all short-term rental property be licensed by the Town of Holland, with the first licensing period commencing on July 1<sup>st</sup>, 2019 and expiring on June 30<sup>th</sup>, 2020, did not change with this amendment. An annual license renewal will be required each year on July 1<sup>st</sup>. You may refer to Ordinance 2019-03 on the Town's website, [www.townofholland.com](http://www.townofholland.com), by visiting the 'Resources' tab under 'Short-term Rentals Information.' You will find additional information, including requirements for annual licensing, licensing fees, and instructions for completing licensing applications at [www.townofholland.com](http://www.townofholland.com).

Ordinance 2019-03 requires all license applicants to provide confirmation that a Tourist Rooming House (TRH) license has been obtained from the State of Wisconsin. Tourist Rooming Houses are defined by the State as vacation homes, cabins, and cottages that are rented out to tourists and transients for a short period of time. The State of Wisconsin requires that any property owner that rents their property on this basis obtain the TRH license. You may find information about how to obtain a TRH license on our website at [www.townofholland.com](http://www.townofholland.com) under 'Resources' then 'Short-Term Rentals Information'; click the link titled 'Tourist Rooming Houses' to learn more. Please also refer to Ordinance 2019-03, Section 280-5 B. for all required information and documentation to be submitted with each short-term rental license application.

Short-term rental license applications must be completed through an online web portal set up by Host Compliance, an external short-term rental monitoring software company. The portal utilizes software to process and manage all applications and will be accessible to you beginning on June 1<sup>st</sup>, 2019. Users will be able to access the web portal through our website by visiting [www.townofholland.com](http://www.townofholland.com) and clicking on 'Resources,' then 'Short Term Rentals Online Portal.' Please be advised that failure to comply with short-term rental licensing requirements may result in additional fees, penalties, possible denial of a license and/or restrictions on your short-term rental property.

If you have questions related to the application process you may contact Clerk-Treasurer Janelle Kaiser at (920) 668-6625. In addition, if you have received this letter in error, please contact Janelle Kaiser at the telephone number above.

Sincerely,

Janelle Kaiser  
Clerk-Treasurer  
Town of Holland – Sheboygan County  
Tele.: 920-668-6625  
Email: [clerk@townofholland.com](mailto:clerk@townofholland.com)