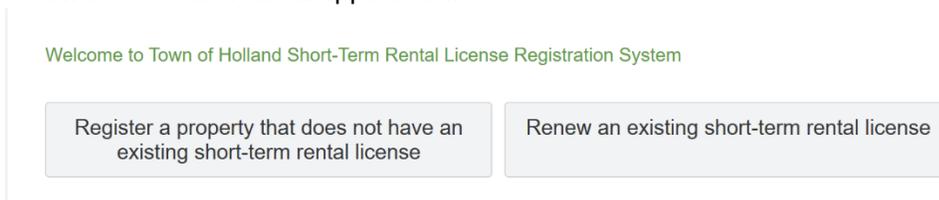


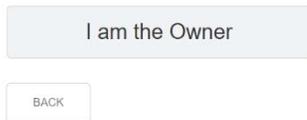
Short-Term Rental Application Portal Guide

1. Click the ‘Short Term Rental Application Portal’ link at www.townofholland.com by first clicking on ‘Resources’ at the top of the website’s home page and scrolling down to ‘Short-Term Rentals Information.’ The link to the portal is titled ‘Short-Term Rental Application Portal.’ The screen will look like the image below. Make an applicable selection between the two options based on whether this is a new short-term rental application or a renewal short-term rental application.



2. Click “I am the Owner” to move on to the next page:

What is your role in renting the property?



3. Verify that you have the documents on hand as listed below before proceeding with your application by checking the boxes as shown in the image below. If you are exempt from the requirement to obtain a Wisconsin State Seller’s Permit from the Wisconsin Department of Revenue due to the use of lodging marketplaces that collect and remit applicable taxes on behalf of your business, you will be able to proceed with the application. If you are in the process of obtaining or have not yet obtained a Wisconsin Tourist Rooming House (TRH) License but would like to submit an application for a temporary provisional license, you may submit an application without this information. However, the documents listed above must all be submitted within 30 days of the issuance of a provisional short-term rental license from the Town of Holland. Click ‘Next’ to proceed.

To proceed you will need the following documents. Please confirm that you have them on hand.

- Certificate of Liability Insurance (ACORD 25 form)
- Parking Diagram
- WI Tourist Rooming House License
- State of WI Lodging Establishment Inspection Form
- Wisconsin State Seller's Permit



- Please enter your parcel number (also referred to as a tax identification number) here and click “Next”. This allows the registration portal to identify your property. If you do not have your parcel number on hand, it can be retrieved from your tax bill. You can also use the internet to look up your parcel number using the link provided on this page of the online portal, as shown in the image below. Click on the ‘Town of Holland, WI tax assessor’ link to use the internet to obtain your property’s parcel number.

What is the parcel number of the property you are registering?

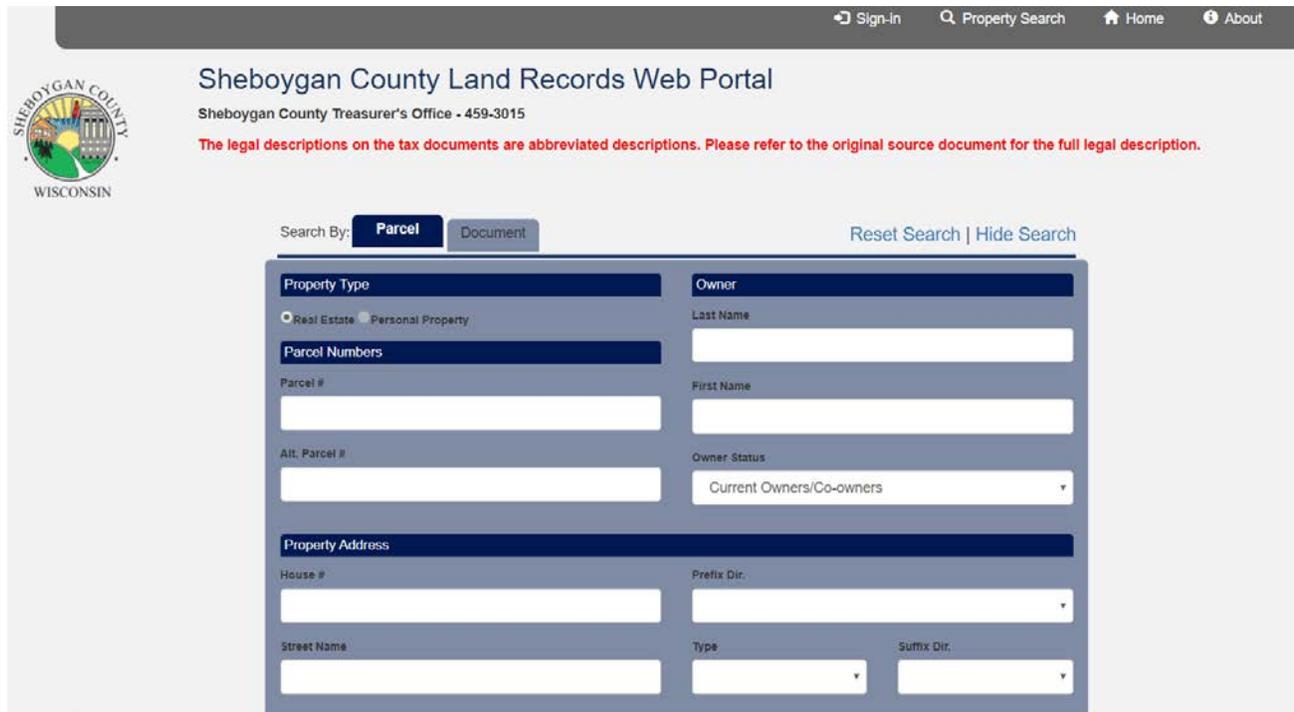
You can look up your parcel number on the [Town of Holland, WI tax assessor](#) website.

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NEXT press Enter

How to use the internet to obtain your property’s parcel number:

Click on the link provided on the page of the online portal that requests a parcel number. The link will take you to a page as shown in the image below. Type your first and last name in the “Owner” section of the Sheboygan County Land Records Web Portal and click “Search for Properties”. If you own more than one parcel in the township, scroll to the bottom of the page and find your applicable short-term rental property; your parcel number will be shown in the results. If you own one parcel in the township, your property’s information page will appear. The parcel number will be displayed near the top of the page. Type your parcel number into the Town of Holland’s online portal and click ‘Next.’



- The next section of the Town of Holland online portal will auto-populate if you have entered a correct parcel number. Verify that the information on the screen is correct and click 'Next.'

What is the rental property's street address? (Don't include the unit number.)

Street Address

Required

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NEXT press Enter

- Make the applicable selection for your property when answering the question as shown below:

Does the property you are registering have a unit number?

Yes

No

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If your property has a unit number, fill it in here then click 'Next':

What is the unit number?

Unit *

Required

- Enter your first and last name and click 'Next':

What is your first and last name?

Required

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8. Answer the question below:

Are you 18 or older?

9. Type your **mailing address, phone number, and email address** into the fields shown in the next sections of the web portal.

10. Type your name into the field as shown below. In the large box below the name field, click and hold the left button on your mouse to sign your name. You will need to hold the left button of the mouse while dragging it to complete your signature.

By typing my signature below, I hereby certify as the property owner that I have obtained, that I am in the process of obtaining or have not yet obtained a WI Tourist Rooming House License and the documentation as required by § 280-5B.(2&3) will be submitted to the Town Clerk for the Town of Holland, Sheboygan County, within 30 days of the July 1st application deadline.

To sign, draw your signature in the space below while holding down your left mouse button, or use your finger on a touchscreen.

Legal name of Authorized Signatory*

Janelle Kaiser



✕ CLEAR SIGNATURE

11. Enter your business' FEIN (federal employer identification number) if applicable:

Optional: FEIN Number (If Applicable).

12. Make the appropriate selection for your short-term rental property as shown below:

Will you (the property owner) serve as the property manager?

Yes No

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13. If you will not serve as the property manager, answer the question as shown below:

Does your property manager live within 35 miles from the short-term rental property?

Yes No

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14. Enter the information requested about the property manager in the following sections of the portal (name, mailing address, phone number, and email address), clicking 'Next' to proceed to each section.

15. If you agree with each statement, enter your name to proceed through the next 5 sections of the portal, clicking 'Next' to proceed to each section.

16. Upload the required documents as mentioned in item 3 of this document by clicking the green circle with an arrow pictured on it next to each requested item, as shown below:

Pursuant to § 280-3C. (8) of the Town Code, I am submitting as an attachment to this application a copy of a current Certificate of Liability Insurance (ACORD 25 form) prepared by an authorized insurance representative confirming the existence of a homeowner's liability or business liability insurance policy covering the short-term rental premises for the licensing period, and identifying the Town of Holland, Sheboygan County, Wisconsin, as the Certificate Holder.

(We will accept: PDF, MSWORD, VND, OPENXMLFORMATS-OFFICEDOCUMENT, WORDPROCESSINGML DOCUMENT, PNG, JPG, JPEG, GIF, TIFF)



Upload by clicking on the green circle and selecting appropriate document from the location it is saved in on your computer. Once the file is selected from your computer, the file will upload on its own. When all 5 documents have uploaded click 'Next' at the bottom of the page.

17. The online portal will tell you how to pay the fee for your short-term rental license. An application will not be issued without applicable fee payment. Click 'Next' to proceed.

18. Confirm the information shown on the page and correct any necessary errors or omissions.

19. Click 'Proceed with Submission' if you are ready to submit your application for a short-term rental license with the Town of Holland.