

**SHORT-TERM RENTAL (STR) LICENSE APPLICATION  
TOWN OF HOLLAND, SHEBOYGAN COUNTY, WISCONSIN**

**SEND APPLICATION AND APPLICATION FEE(S) BY CHECK MADE PAYABLE TO "TOWN OF HOLLAND" TO:**

**TOWN OF HOLLAND, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013**

Application may be emailed to [clerk-treasurer@hollandwi.gov](mailto:clerk-treasurer@hollandwi.gov). Electronic payment option not available.

Property Owner (must be applicant) Name(s): \_\_\_\_\_

Address of Short-Term Rental Property: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Property Owner Email: \_\_\_\_\_

Alternate Phone/Email (if applicable): \_\_\_\_\_

Is the property owner 18 years or older? YES NO

Will property owner(s) serve as designated property manager(s)? YES NO

If **YES**, the property owner must live within 35 miles of the short-term rental property.

**Initials to confirm that the property owner lives within 35 miles:** \_\_\_\_\_

If **NO**, a local property manager that lives within 35 miles of the short-term rental property must be designated.

Property Manager Name: \_\_\_\_\_

Property Manager Address: \_\_\_\_\_

Property Manager Mailing Address: \_\_\_\_\_

Property Manager Phone Number: \_\_\_\_\_

**Initials to confirm that the property manager lives within 35 miles of the STR property:** \_\_\_\_\_

By signing my name below, I certify the following as the property owner:

- That I am in the process of obtaining or have not yet obtained a Wisconsin Tourist Rooming House License to include the documentation as required by § 280-5B., and that such documentation will be submitted to the Town Clerk-Treasurer of the Town of Holland, Sheboygan County, Wisconsin, within 30 days of the July 1st application deadline.
- That I will keep a guest register for my short-term rental property as required by the State of Wisconsin Administrative Code.
- That I do not have any outstanding debts owed to the Town of Holland, Sheboygan County, Wisconsin. I understand that Town of Holland Code 280-5 E., requires that the applicant or property have no outstanding fees, taxes, special charges, or forfeitures owed to the Town of

Holland, Sheboygan County, Wisconsin as a condition of approval for this application and that any applicant failing to disclose such debts may be subject to STR license revocation.

- That all the information set forth in this application is true and correct to the best of my knowledge and that the short-term rental property meets the requirements of Chapter 280 of the Town Code of the Town of Holland, Sheboygan County, Wisconsin and applicable state and county laws, ordinances and regulations.
- That I understand that Town of Holland, Sheboygan County, Wisconsin STR licenses are issued for a 1-year period and must be renewed annually, and that an STR application will not be accepted or processed until all required documents listed in this application are submitted and the application filing fee is paid.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DOCUMENTS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION PER HOLLAND TOWN CODE 280-5:**

- Written evidence of liability insurance for the short-term rental property.
- A diagram drawn to scale showing the location of buildings and the on-site, off-street parking area(s) designated for tenants and invitees on the premises.
- A copy of the most recent lodging inspection report for a tourist rooming house issued by the State of Wisconsin, which should be dated within one year of the date of the license application to the Town; or written certification that such lodging inspection report is pending issuance by the State of Wisconsin, in which event a provisional short-term rental license may be issued under this chapter for a period of 30 days but shall be conditioned upon the Town Clerk's receipt of a copy of such lodging inspection report from the applicant within said thirty-day period, and if a copy of such lodging inspection report is not received by the Clerk within said period, then such provisional license shall expire and be void at and after the end of said thirty-day period.
- A copy of the State of Wisconsin tourist rooming house license for the property that is effective during the entire term of the requested Town short-term rental license and issued under § 97.605, Wis. Stats.; or proof that such state license has been applied for, in which event a provisional short-term rental license may be issued under this chapter for a period of 30 days but shall be conditioned upon the Town Clerk's receipt of a copy of such state license from the applicant within said thirty-day period, and if a copy of such state license is not received by the Clerk within said period, then such provisional license shall expire and be void at and after the end of said thirty-day period.
- A copy of a current seller's permit issued by the Wisconsin Department of Revenue, unless all rentals of the property are exempt from such permit requirement per state regulations.
- An employer identification number issued by the Internal Revenue Service, if applicable.