



## REGISTRATION STATEMENT FOR RESIDENTIAL RENTAL PROPERTY AND MULTI-FAMILY DWELLING UNITS

A Registration Statement is required to be filed with the Building Inspector in accordance with Section 16.07 of the Williams Bay Code of Ordinances, prior to any property which is allowed to be occupied or let to another person for long term occupancy (30 consecutive days or more). Registration shall be required prior to the issuance of any building and/or zoning permits relating to said property. Fee for Registration is \$10.00

**Rental Property Street Address:** \_\_\_\_\_

**Number of Rental Units applicable to this property address:** \_\_\_\_\_

Applicant (Owner) name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Applicant phone number: \_\_\_\_\_ Email: \_\_\_\_\_

After Hours Contact Person for Emergency Repairs:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Is this property managed by a Property Manager or Company?** ☐ Yes ☐ No

If yes, please provide Name & Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If this property is no longer used as a Long-Term Rental, please check this box: ☐

The undersigned hereby states that he/she is the owner of record, or duly authorized property manager for the above described rental property, and that the information provided herein is true and correct. Further, the undersigned acknowledges that any change in the rental property ownership or type of occupancy shall require the completion of a new Registration Statement and fee.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

(Signature of Applicant/Owner)

### OFFICE USE ONLY

Tax Key #: \_\_\_\_\_

Date form received \_\_\_\_\_ Fee paid \_\_\_\_\_ Cash/Check # \_\_\_\_\_

☐ Recorded ☐ Property File

Received by Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_