



VILLAGE OF WILLIAMS BAY

Process Required for Short-Term Rental Applicants

Annual Licensing Period: July 1st through June 30th. If a license is granted after April 1st of a license year, the license will be valid until June 30th of the following year.

APPLICATION WILL NOT BE ACCEPTED FOR PROCESSING UNTIL
ALL REQUIRED DOCUMENTS AND PAYMENTS LISTED BELOW ARE
SUBMITTED:

1. Completed Village of Williams Bay - Short-Term Rental Application Form
2. Provide a current floor plan of all floors to be occupied in the dwelling, drawn neatly and accurately with dimensions clearly shown
3. Provide a State of Wisconsin Tourist Rental House License
4. Provide a Seller's Permit issued by the Wisconsin Department of Revenue (*not required if property is only listed through online marketplaces such as Airbnb, etc.*)
5. Complete Village of Williams Bay Room Tax Permit and \$25 fee
6. Payment of Short-Term Rental permit fee, currently \$950 annually
7. If you belong to a Homeowner's Association, you must provide a letter of approval from the HOA.

ONCE PERMIT IS ISSUED, THE PROPERTY OWNER OR PROPERTY MANAGER SHALL:

8. Remit monthly Room Tax Receipts using the Village of Williams Bay Room Tax Receipts Monthly Report (even if zero) to the Village of Williams Bay Treasurer. Must include copies of state sales tax reports.
9. Post "Property Rules" on the property.
10. Notify the City Clerk of any change in ownership of the property or designated Operator contact information within 10 days of the change.
11. Have a Designated Operator who is available to respond to the property within one hour in the event of an emergency or complaint to the Village Police Department.