



Filed: _____
(Office Use Only)

VILLAGE OF CHENEQUA
31275 W COUNTY ROAD K • CHENEQUA, WI 53029
(262) 367-2239

SHORT-TERM RENTAL LICENSE APPLICATION

TO: Village Clerk
Village of Chenequa

1. Application Type

Select one:

Initial Application _____

Annual Renewal _____

2. Owner

Name: _____

Property Address: _____

Mailing Address: _____

Telephone: _____

E-mail: _____

3. Property Manager / Owner's Agent (if any)

Company Name: _____

Agent Name: _____

Property Address: _____

Mailing Address: _____

Telephone: _____

E-mail: _____

4. Website platforms and other locations where Owner is planning to advertise in the upcoming year (Airbnb, VRBO, etc.):

5. State Licensing.

A. The Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) requires all lodging facilities in Wisconsin to hold a current license. A copy of the license shall be submitted to the Village with this application.

Wisconsin Tourist Rooming House License No.: _____

Date issued: _____

B. Wisconsin Department of Revenue Seller's Permit No.: _____

6. Neighboring Property Owners

Name	Address

7. Agreements and Signature

Initial that you understand and will comply with the following requirements:

Agreement	Initials
I will not offer, advertise or rent my property until the Village has reviewed, verified and approved this license application.	
I have contacted my neighboring property owners to advise them of my planned short-term rental activity.	
The contact information listed in this application is true and accurate. I will timely advise the Village if the contact information changes.	
I understand the Village will contact me in the event of emergency or nuisance situations (e.g., noise complaints).	
This application is accompanied by the annual \$25 license fee. I understand the application fee is non-refundable in the event the Village rejects my application.	
I understand this license, if granted, expires and that I must annually submit an application and \$25 license fee to continue short-term rental activity after the expiration date of the license.	
I will comply with all State of Wisconsin laws and requirements pertaining to short-term rentals, and understand that the Village can revoke its license upon my failure to do so.	
I have attached a copy of my DATCP Tourist Rooming House License with this application.	
I understand this license is issued to a specific host and is non-transferable.	

I hereby swear that all the above statements are true to the best of my knowledge and belief.

Printed Name

Signature of Applicant

Date

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Short-Term License Determination: Approved / Rejected

Village License No.: _____

Date of Issuance: _____

Date of Expiration: _____