



Village of Elkhart Lake
**Documents Required For
Licensing of Short-Term Rentals**

Licensing Period: May 1st through April 30th

Each rentable unit needs its own short-term license.

APPLICATION WILL NOT BE ACCEPTED FOR PROCESSING UNTIL ALL REQUIRED
DOCUMENTS LISTED BELOW ARE SUBMITTED AS COMPLETE TO THE OFFICE OF THE
ADMINISTRATOR/CLERK-TREASURER AND THE FEE PAID IN FULL

1. Tourist Rooming House License, issued by Sheboygan County
2. A Room Tax Permit, (only for new permits, Village has record of existing permits)
3. Proof of Insurance (appropriate proof showing home is insured, might just be the first page)
4. Completed Village Application Form and Fee
5. Designation of Property Manager/24/7 Contact
(if applicable)

Licenses are issued for a one-year period and must be renewed annually.

Village of Elkhart Lake
Short-Term Rental Application

Licensing Period: May 1st through April 30th

Each rentable unit needs its own short-term license.

Fees \$200 – Initial Short-Term Rental Application \$100 – Renewal Short-Term Rental
\$250 – Late Fee - For Application Received After May 1

APPLICANT INFORMATION

Applicant Identity: Owner Tenant (If tenant, written permission to operate short-term rental from Property Owner must be attached)

Name _____ Date of Birth _____
(Last, First, Middle)

Mailing Address _____ City _____ State _____ Zip _____

Lodging/Rental Physical Location (Address) _____ Phone Number _____

Email _____ County Tourist Rooming House License ID # _____

OWNER INFORMATION SAME AS APPLICANT

Name _____ Date of Birth _____
(Last, First, Middle)

Mailing Address _____ City _____ State _____ Zip _____

Phone Number _____ Email _____

PROPERTY MANAGER SAME AS APPLICANT NOT APPLICABLE

Name _____ Date of Birth _____
(Last, First, Middle)

Mailing Address _____ City _____ State _____ Zip _____

Phone Number _____ Email _____

LOCAL 24/7 CONTACT PERSON SAME AS APPLICANT SAME AS PROPERTY MANAGER

Name _____ Date of Birth _____
(Last, First, Middle)

Mailing Address _____ City _____ State _____ Zip _____

Phone Number _____ Email _____

TYPE OF LODGING

Inn Condominium Property B & B House / Cottage / Cabin Apartment / Duplex

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**Please include the following REQUIRED items with this application
(Application cannot be submitted without all items included)**

- Tourist Rooming House License, issued by Sheboygan County
- A Room Tax Permit, (only for new permits, Village has record of existing permits)
- Proof of Insurance
(appropriate proof showing home is insured, might just be declaration page)
- Completed Village application form and fee
- Designation of Property Manager/24/7 Contact
(if applicable)
- Application Fee

I certify that I have read the foregoing answers and the same are true to the best of my knowledge. I understand that any short-term rental license is required to comply with all provisions of Chapter ___ of the Elkhart Lake Municipal Code and I hereby certify that the property meets those code requirements. I hereby additionally designate the listed Property Manager as an agent for the purposes of accepting service of process in any civil action arising out of/or in conjunction with the use of this license, in the event I cannot, after reasonable effort, be served personally.

Applicant Signature _____ **Date** _____

I hereby certify that I do not have any outstanding debts owing the Village of Elkhart Lake.

Applicant Signature _____ **Date** _____

OFFICE USE ONLY		
Date Filed: _____	Date Fee Paid: _____	License Number: _____
Village Approval		
Outstanding Debt: <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Chief: <input type="checkbox"/> Yes <input type="checkbox"/> No	
All Items Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Clerk/Treasurer: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
_____ Clerk/Treasurer or Designee Signature		
If Denied, Reason _____		