

TOWN OF GENEVA

Short-Term Rental Permit Application

FEE: \$2 per rental property **New** **Renewal**
 (If mailing: N3496 Como Rd, Lake Geneva, WI 53147)

*Credit Card payments are now accepted through our website with a small transaction fee.
 Find the credit card icon  on the RIGHT side of the website home page.
 Credit Card option completes the Short-Term Rental Application online - do not complete this paper form.*

www.townofgenevawi.com

Short-Term Rental Owner

Business Name

Mailing Address

Mailing City, State, Zip

Owner Name

Email

Owner Mailing Address (if different from Business)

Owner phone#:

Emergency Contact name/number

Rental Property Information

Rental Address 1:

Rental Address 2:

Renewal Permit #:

Renewal Permit #:

**Quarterly taxes paid by:

**Quarterly taxes paid by:

Owner / AirB&B / VRBO / Expedia / HomeAway

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Rental Address 3:

*****OWNER MUST REPORT** quarterly receipts to Town even if payment is coming from an agency listed. See www.townofgenevawi.com for STR Quarterly Report forms.

Renewal Permit #:

**Quarterly taxes paid by:

Owner / AirB&B / VRBO / Expedia / HomeAway

IMPORTANT:

1. Short-term Rentals **MUST** complete separate Business License and Short Term Rental Application forms for each rental if they are operated under different business names or LLCs.

2. For rentals under the **SAME** business name or LLC, you only need **ONE** business license and one Short-Term Rental form that includes all properties under that single business name or LLC.

3. FEES: \$2 per Rental Address listed. (# of Rentals _____ x \$2.00 = _____ Total Short Term Rental Permit Amount)

I hereby declare that the information contained herein is true and complete to the best of my knowledge.

Applicant's Signature _____ Date _____

OFFICE USE: Payment: Cash / CC (in office only) / Check # _____