



96 Russell Drive • Random Lake, WI 53075

www.randomlakewi.com

P: 920.994.4852

F: 920.994.2390

Short-Term Rental Application

Licensing Period: January 1st Through December 31st

Address of Property:

Applicant Information:

Applicant Identity: ☐ Owner ☐ Tenant (If tenant, written permission to operate STR from Prop Owner must be attached)

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

Mailing Address _____ City _____ State _____ Zip _____

Phone Number (____) _____ Email _____

Maximum Occupancy Requested for Premise _____

State Lodging License Number* _____

Seller's Permit Number* _____

FEIN Number _____

*copies of all permits need to be included with application

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

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

Mailing Address _____ City _____ State _____ Zip _____

Phone Number (____) _____ Email _____



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Village of Random Lake – Short-Term Rental Application (continued)

Documents Required For Short-Term Rentals

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

NO PERMIT WILL BE ISSUED IF THERE ARE OUTSTANDING FEES, TAXES OR FORFEITURES OWED TO THE VILLAGE, UNLESS ARRANGEMENTS FOR PAYMENT HAVE BEEN APPROVED BY THE CLERK

1. A copy of the State of Wisconsin License for a Tourist Rooming House or a current Sheboygan County Health Department License
2. A copy of a completed State Lodging Establishment Inspection form dated within one (1) year of the date of issuance or renewal
3. Proof of insurance
4. A copy of a State of Wisconsin Department of Revenue Seller's Permit
5. Floor plan and requested maximum occupancy
6. Site plan including available onsite parking
7. Property Management Agreement, if applicable
8. Designation of Property Manager
9. Certification from the property owner that the property meets the requirements of this Article
- ~~10. A room tax permit issued by local, county and/or state entity when applicable~~
11. An employer identification number (FEIN) issued by the Internal Revenue Service
12. A copy of a completed Fire Inspection Report dated not more than one (1) year before the date of issuance or renewal (Please call 920-207-8561 to schedule your free inspection)
13. Complete Village application form

I affirm that all information provided on this application is true and complete, to the best of my knowledge; and that I understand that any license issued is subject to compliance with all provisions of the Municipal Code of Random Lake, Chapter 8; Sections 129 through 140, inclusive. Failure to comply with all code provisions, and any applicable state statutes or county regulations, may result in revocation of such license.

Applicant Signature _____

Date _____

Print Name _____

Payment: \$150 received _____