

Short Term Rental Application Process “TO-DO” List

1. Property taxes must be paid up to date. (1st Half due 1/31/26)
2. Obtain a Tourist Rooming House License.
3. Read the Town of Minong’s Ordinances 2024-30 to understand the Town’s expectations.
 - The number of occupants in any unit shall not exceed the limits set forth in the State of Wisconsin Uniform Dwelling Code or other applicable county and town housing regulations based upon the size of the septic system. (WI Legislature administrative code/SPS 383.43). For example, if you have a 3 bedroom rental, the total number of occupancy you can advertise for is 6.
4. Must have a property manager within 25 miles of rental property.
5. Complete Short Term Rental Property Application from the town.
6. Provide adequate proof of homeowners insurance.
7. Turn in the following to the Town of Minong by **April 1st, 2026**
 - WI Tourist Rooming House License
 - Proof of Insurance
 - Completed Short Term Rental Application
 - Application fee
 - Initial application or Renewal fee is \$200 if received by June 30th
 - After July 1st the fee is \$300 (\$200 application fee, \$100 late fee)
 - After August 1st the fee \$700 (\$200 application fee, \$500 late fee)

All forms and information are posted on our website. If needed, blank forms will be provided to you. Please let us know your preference for receiving (i.e. email or regular mail).

TOWN OF MINONG
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**TOWN OF MINONG
SHORT-TERM RENTAL PROPERTY
APPLICATION FORM**

PROPERTY OWNER: _____

PROPERTY ADDRESS: _____

PROPERTY OWNER PHONE #: _____

PROPERTY OWNER MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

AREAS OF PROPERTY TO BE RENTED: _____

PROPERTY MANAGER: _____

PROPERTY MANAGER PHONE #: _____

PROPERTY MANAGER PHYSICAL ADDRESS: _____

CITY: _____, WI

PROPERTY OWNER WILL PROVIDE PROPERTY MANAGERS CONTACT INFORMATION TO
TENENTS: YES or NO

IS THE PROPERTY INSURED? YES or NO

SIGNATURE OF OWNER: _____ DATE: _____

*****TO BE FILLED OUT BY OFFICE*****

TAXES ARE CURRENT (as of January 1st installment): YES or NO

OWNER PROVIDED STATE OF WI LICENSE FOR PUBLIC LODGING: YES or NO

COPY OF ADEQUATE RENTAL INSUANCE WAS PROVIDED: YES or NO

OWNER RECEIVED THE FOLLOWING DOCUMENTS FROM TOWN OFFICE:

- SHORT-TERM LICENSING ORDINANCE: YES or NO
- ORDINANCE REQUIRING PAYMENT: YES or NO
- RENTING OUT PROPERTY INFORMATION FROM STATE OF WI ORGANIZATIONS: YES or NO

TOWN BOARD APPROVED APPLICATION: YES or NO

DATE: _____

**TOWN OF MINONG
SHORT-TERM RENTAL LICENSING
ORDINANCE 2024-30**

Amended September 9, 2024

Authority - The Town Board of the Town of Minong, Washburn County, Wisconsin, has been authorized to exercise village powers pursuant to ss. 60.10(2)(c) and s. 60.22(3), Wisconsin Statutes. The Town Board adopts this ordinance under its general village powers authority and s. 66.1014 of the Wisconsin Statutes.

SECTION I - PURPOSE

The Purpose of this ordinance is to ensure that the quality and nature of the short-term rentals operating within the Town of Minong are adequate for protecting public health, safety, and general welfare and to protect the character and stability of neighborhoods within the town. This ordinance excludes Kimball Lake Resort, Becherer Resort and Rest EZ Campground.

SECTION II – DEFINITIONS

“Property Manager” means a person who is not the property owner and who provides property management services for one or more short-term rentals and who is authorized to act as the agent of the property owner for the receipt of service of notice of municipal ordinance violations and for service of process pursuant to this ordinance.

“Property Owner” means the person who owns the residential dwelling that is being rented.

“Residential dwelling” means any building, structure, part of the building or structure, camper or campsite that is used or intended to be used as a home, residence, or sleeping place by one or more persons maintaining a common household, to the exclusion of all others.

“Short-term rental” means a residential dwelling that is offered for rent for a fee and for fewer than 29 consecutive days.

SECTION III – SHORT-TERM RENTAL LICENSE

1. No person may maintain, manage, or operate a short-term rental more than 14 nights each year without a town short-term rental license issued pursuant to this ordinance. Every short-term rental shall be operated by a property manager and a resident agent or property manager. Each short-term rental is required to have the following licenses and permits:
 - a. A State of Wisconsin Tourist Rooming House license.
 - b. A seller’s permit issued by the Wisconsin Department of Revenue.
 - c. A short-term rental license issued pursuant to the provisions of this ordinance.
2. Licenses shall be issued using the following procedures:
 - a. All applications for a short-term rental license shall be filed with the town clerk on forms provided. Applications must be filed by the Property Owner per rental address. No license shall be issued unless the completed application form is accompanied by the payment of the required application fee.

- b. The town clerk or deputy clerk shall issue a short-term rental license to all applicants following payment of the required fee, receipt of all information and documentation requested by the application, and town board approval of the application.
- c. A short-term rental license shall be effective for one year (July 1 – June 30) and may be renewed for additional one-year periods. A renewal application and renewal fee must be filed with the town clerk at least 45 days prior to license expiration so that the town board has adequate time to consider the application. The renewal application shall include any updated information since the filing of the original application. An existing license becomes void and a new application is required any time the ownership of a residential dwelling licensed for short-term rentals changes.
- d. The town board may suspend, revoke, or non-renew a short-term rental license following a due process hearing if the board determines that the licensee:
 - i. Failed to comply with any of the requirements of this ordinance.
 - ii. Has been convicted or whose Property Manager or renters have been convicted of engaging in illegal activity while on the short-term rental premises on 2 or more separate occasions within the past 12 months.
 - iii. Has outstanding fees, taxes, or forfeitures owed to the town in violation of Town Ordinance 2024-31 entitled, “Ordinance Requiring Payment of Local Claims as Condition of Obtaining or Renewing Town Issued Licenses”.

SECTION IV – OPERATION OF A SHORT-TERM RENTAL

Each short-term rental shall comply with all of the following requirements:

1. If a residential dwelling is rented for periods of more than 14 but fewer than 20 consecutive days, the total number of days within any consecutive 365-day period that the dwelling may be rented shall not exceed 180 days.
2. The Property Owner or Property Manager shall notify the town clerk in writing when the first rental within a 365-day period begins.
3. No RV’s, camper, tent, or other temporary lodging arrangement shall be permitted on site as a means of providing additional accommodations for paying guests or other invitees.
4. Any outdoor event held at the short-term rental shall last no longer than one day occurring between the hours of 8 am and 10 pm. At minimum, a seven consecutive day interval must occur between outdoor events held at the short-term rental. Any activities occurring at the short-term rental shall comply with other applicable noise regulations.
5. A local property management contact (either the Property Owner or an appointed Property Manager) must always be on file with the town and must be located within 25 miles of the short-term rental. The Property Owner and/or Property Manager must provide the town with current contact information and must be available 24 hours a day, 7 days a week by telephone. The town must be notified within 24 hours of any change in contact information.
6. Each short-term rental shall maintain a register and require all guests to register with their actual names and addresses. The register shall be kept on file for at least one year. The register shall also include the time for the rental and the monetary amount or consideration paid for the rental.
7. Each short-term rental shall hold a valid State of Wisconsin Tourist Rooming House License and shall provide proof of such license by attaching a copy to the initial license application and all subsequent renewal, applications.
8. The number of occupants in any unit shall not exceed the limits set forth in the State of Wisconsin Uniform Dwelling Code or other applicable county and town housing regulations based upon the size of the septic system. (WI Legislature administrative code/SPS 383.43)
9. All vehicle and trailer parking must be contained to the rental property and shall not be left on private or town roads, including the right-of-way.

- 10. When access is via a shared driveway and/or private roadway, it is strongly suggested that a Maintenance and Use agreement be made between landowners.
- 11. The property owner should apply to the DNR for an annual burning permit if needed. This permit is free. Burning restrictions and regulations should be posted at the property. All campfires must be attended, and fully extinguished when finished.
- 12. You cannot advertise for more occupancy then what the septic system will allow. Example if you have a 3 bedroom rental, the total number of occupancy you can advertise for is 6.

SECTION V – PENALTIES

Any person, partnership, corporation or other legal entity that fails to comply with the provisions of this ordinance shall, upon conviction, pay a forfeiture as follows if not received by below dates:

July 1st = additional \$100 (\$300 total)

After August 1st = additional \$500 (\$700 total)

Penalties set forth in the section shall be in addition to all other remedies of injunction abatement or cost whether existing under this ordinance or otherwise.

SECTION VI – FEES

Initial Short-term Renal License Application fee: \$200

Renewal Short-Term Rental License Application fee: \$200

SECTION VII - SERVEABILITY

Should any portion of this ordinance be declared invalid or unconstitutional by a court of competent jurisdiction, such a decision shall not affect the validity of any other provisions of this ordinance.

SECTION VI - EFFECTIVE DATE

This Ordinance shall be effective upon passage and publication as provided by law, and shall repeal and replace all previous short-term rental licensing ordinances heretofore enacted by the Town of Minong.

Adopted this _____ day of _____, 2024.

By the Town Board of the Town of Minong.

CHAIRMAN

ATTESTED BY: TOWN CLERK

Please note that this ordinance shall take effect upon publication or posting as set forth in s. 60.80, Wis. Stats.



Tourist Rooming Houses

A tourist rooming house is defined as all lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists or transients. It does not include private boarding or rooming houses not accommodating tourists or transients, or bed and breakfast establishments.

In general, tourist rooming house establishments are vacation homes, cabins, and cottages that are rented out to tourists and transients for a short period of time.

Under a tourist rooming house license, an operator may rent as many as four units (examples: rooms, cottages, or cabins). You will need a hotel license if you rent five or more units.

Duration

- Each license issued by the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) expires June 30 of each year.
- License dates extend from July 1 of one year through June 30 of the following year.
- If a license is granted after April 1 of a license year, that license will extend to June 30 of the following year.

Example: If a business is licensed by DATCP on April 1, 2019, then its license will expire June 30, 2020.

Renewal fees for existing establishments shall be submitted to DATCP before June 30 each year.

Fees

Type of Facility	Annual License Fee	One Time Pre-Inspection Fee
Tourist Rooming House (1-4 Rooms)	\$110	\$300

Instructions

1. To obtain a license through DATCP, call (608) 224-4923 or email our licensing specialists.
2. The licensing specialist will get you the information you need and will explain the process steps.

THINKING OF
RENTING OUT YOUR PROPERTY
FOR OVERNIGHT STAYS?



***Protect yourself by knowing Wisconsin's
laws for short term rentals.***

a collaboration of:
League of Wisconsin Municipalities
Wisconsin Counties Association
Wisconsin Department of Agriculture, Trade and Consumer Protection
Wisconsin Hotel & Lodging Association
Wisconsin Insurance Alliance

KNOWLEDGE IS THE KEY

Owners thinking of renting out a room, home, second home, investment property, cabin or basically any structure for overnight stays to the general public for a fee may not be aware of what they must do, by law, or what they may want to do to protect themselves, their property, and the guests paying to stay there. Each state is different in how such rentals are regulated, which makes it confusing for owners just wanting to start selling overnight stays at their property.

This guide offers the basics of what an owner needs to know before starting to rent out their property to the public, and the summaries are provided by a collaboration of experts in each facet of the rental operation, to ensure you know and can comply with various laws, and that you can take appropriate steps to avoid surprises for you or your guests that can have measurable safety or financial consequences. Each component provides references to further, more in depth information for you to explore. It is not intended as a comprehensive guide listing every consideration that may arise, but provides the highlights and entry level basics.

Every owner should review this guide when considering renting out their property for overnight stays, as knowledge is the key to protecting your investments.

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COMPLYING WITH MUNICIPAL LAWS

So, you have decided to become a short term rental landlord. All you need to do now is clean up the place, advertise and wait for the rental requests to roll in right?

Wrong.

Before you start to do any of those things, you must first make sure your short-term rental idea is legal in your community and what you need to do to keep it legal. This requires getting some answers to some critical questions:

- Do you have the right zoning for short-term rental?
- Does your community have a room tax ordinance?
- Are there different building code requirements for a property engaged in commercial activity in your community?

These are just a few questions that must be asked and answered before you start renting. In some smaller communities, one person at the village or city hall, might be able answer all of the relevant questions. In others, you may have to talk to several different officials. However, in most communities whether large or small, the best place to start is with your city or village clerk. If you live in an unincorporated area, you should check with your county land use department.

LICENSING FOR PUBLIC LODGING

The Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) requires all lodging facilities in Wisconsin to hold a current license.

What counts as a lodging facility?

DATCP has several definitions for types of lodging facilities. They include:

- Hotel - A hotel is defined as "a place where sleeping accommodations are offered for pay to transients, in 5 or more rooms, and all related rooms, buildings and areas."
- Motel - Means the same as a Hotel except that guest parking is provided on premise as part of the room charge.
- Tourist Rooming House (TRH) - A TRH is defined as "all lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists or transients."
- Bed and Breakfast (B&B) – A B&B is defined as "any place of lodging that provides 8 or fewer rooms for rent to no more than a total of 20 tourists or other transients for more than 10 nights in a 12 month period, is the owner's personal residence, is occupied by the owner at time of rental, and in which the only meal served to guests is breakfast."

These definitions mention tourists or transients. DATCP has defined a tourist or transient as "a person who travels to a location away from his or her permanent address for a short period of time for vacation, pleasure, recreation, culture, business or employment." Notice that in the definition for tourists or transients a person has to be away from his or her permanent address in order to meet the definition. It does not matter if the tourist or transient is there for the season, the month, a week, a day or less. If it is rented to a tourist or transient, it will require a license.

Lodging facilities come in many forms. Common examples of lodging facilities requiring a DATCP license include: hotels, motels, B&B's, row houses, cabins, cottages, lodges, homes, condos or rental rooms located above a business.

Where do I begin?

Begin the process by contacting a DATCP licensing specialist. They will walk you through the process and help you determine the best license for your lodging operation. They can provide you with an information packet that will guide you through the licensing process. You can contact them by sending an e-mail to datcpdfslicensing@wisconsin.gov or by calling 608/224-4923. After you submit a license application, a Sanitarian will be assigned to your business. The Sanitarian is the inspector responsible for approving your lodging license. They assure that the lodging operation meets health and safety requirements.

Once you know who your Sanitarian is, arrange a time to meet with the Sanitarian at your facility. This arranged meeting is called a Pre-Licensing Inspection. During this inspection your Sanitarian will share with you the applicable code requirements that your structure must meet.

Depending on the type of structure, some of the common items of public health concern may include:

Proper building exits/escapes	Directions of escape	Facility cleanliness
Door locks	Proper linen and towel handling	Size of sleeping rooms
Proper disposal of garbage/solid waste	Proper wastewater disposal (black and gray water)	A recent water test report for private wells (bacteriologically safe)
Fire extinguisher number and placement, fire alarm systems	Smoke/carbon monoxide detector number and placement	Ventilation and combustion air for fuel fired appliances like furnaces, boilers, fireplaces, water heaters & dryers

— COLLECTING & REMITTING STATE, COUNTY AND LOCAL TAXES —

The Wisconsin Department of Revenue has issued public guidance on its website clarifying that the imposition of state sales tax and local room tax on the rental of overnight lodging applies, with the exception of annual sales of less than \$1,000: <https://www.revenue.wi.gov/taxpro/news/2016/160125.html>

It specifically states "Homeowners or other individuals who make rooms or lodging available to the public for periods less than one month, must report and pay Wisconsin sales tax on such rentals. This includes the short-term rental of a home, room, apartment, cabin, inn, motel, or any other building in which accommodations are made available to the public."

Wisconsin Statute 66.0615 provides the authority and requirements for a *municipal room tax*. If a Wisconsin municipality has imposed a local room tax, it is imposed "on the privilege of **furnishing, at retail**, except sales for resale, **rooms or lodging to transients** by hotelkeepers, motel operators and other persons furnishing accommodations that are available to the public." View the complete statute here: <https://docs.legis.wisconsin.gov/statutes/statutes/66/VI/0615>

Federal Income Tax from Renting Residential & Vacation Property

The Internal Revenue Service (IRS) has issued a summary page relating to Renting Residential and Vacation Property where they address the treatment of Rental Income. For their complete statement and their links to further, more extensive guides, such as IRS Publication 527 Residential Rental Property (Including Rental of Vacation Homes), go to <https://www.irs.gov/taxtopics/tc415.html>.

– PROPERTY RISKS, LIABILITY & OBTAINING INSURANCE COVERAGE –

If you are considering renting out your home, your guest room or even your couch your first step should be to **contact your insurance professional**. Online platforms for renting your property to the public for overnight stays, such as Airbnb, can be a great way to bring in extra money and are increasingly popular; however, they can also leave you financially vulnerable. If your renter starts a fire and damages your property or is hurt while renting your home, will you be protected?

Before embarking on a home or property rental financial arrangement, call your insurance professional and get their advice. In general, if you are only planning to rent your home out for a single occasion, many insurance companies will extend your coverage to the renter. **The one caveat is that the insurer must be notified ahead of time.**

It is not unusual for someone to rent out their home or part of it for a major event when there may not be enough hotel space available in the area. Many insurance companies take this situation into account when creating a homeowners or renters policy; other insurance companies may require the purchase of an endorsement to the policy to provide broader coverage for the renters in your home.

If you plan to rent out all or part of your home on a regular basis, many companies will consider this a **business use**. Standard homeowners and renters insurance policies are designed for personal risks, not commercial risks. In this case you will need to purchase a business policy—specifically either a hotel or a bed & breakfast policy. Some companies offer a home-sharing liability insurance policy that can be purchased on a month-to-month basis, but there may be exclusions and limitations, so read the policy carefully.

This compilation was possible thanks to submissions by experts at the state DATCP agency, the Wisconsin Hotel & Lodging Association, the League of Wisconsin Municipalities, the Wisconsin Insurance Alliance, and the Wisconsin Counties Association. Additional components may be added as more information is contributed.

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