

Village of North Bay

Short Term Rental Registration Form



Per Section 11.02 of the Village of North Bay Municipal Code, “No residential dwelling may be rented for periods of 6 or fewer days. If a residential dwelling is rented for periods of more than 6 but fewer than 29 consecutive days...the total number of days within any 365 day period that the dwelling may be rented is 180, which must run consecutively...” Further, “A person who maintains, manages or operates a short-term rental shall obtain and maintain all permits and licenses required by state law, and must also, in addition to maintaining a current residential rental registration, obtain an annual short-term rental license from the Village of North Bay.”

To register, complete and submit this registration form with a \$10 registration fee. Registration is valid for one year. To renew your registration, complete and submit a new form and fee on or before the expiration date. The short-term rental operator must, at all times, keep the Village apprised of the operator’s current phone number/email contact, and agree to respond within 24 hours to any attempted contact by the Village.

REGISTRATION TYPE (Check one)		Annual Registration Fee
<input type="checkbox"/>	Initial Registration	\$10 <i>Payable to: The Village of North Bay</i>
<input type="checkbox"/>	Renewal Registration	
<input type="checkbox"/>	Contact Information update (due within 15 days of change)	

RENTAL PROPERTY INFORMATION & OWNER INFORMATION	
Rental Property Address:	
Owner’s Last Name:	First Name:
Mailing Address <i>(include city, state, zip)</i>	
Primary Phone: ()	Alternate Phone: ()
Primary Email:	
Alternate Email:	

OWNER SIGNATURE | Under penalty of law, I swear that I have read and understand Section 11.02 of the Village of North Bay Municipal Code pertaining to short-term rentals, and that the information provided in this application is true and correct to the best of my knowledge and belief. I understand that I must keep the Village apprised of the operator’s current phone number/email contact, and agree to respond within 24 hours to any attempted contact by the Village.

SIGNATURE:		DATE:	
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RECEIVED BY:	DATE:	EFFECTIVE DATE:	REGISTRATION EXPIRES:
PAYMENT TYPE:	AMOUNT \$		

RETURN THIS FORM TO:
 Village Hall ATTN: Village Clerk ♦ 3615 Hennepin Place ♦ Racine, WI 53402
 Email: vnbclerk@northbay-wi.us ♦ Phone: 262) 639-2334 ♦ Website: www.northbay-wi.us