Short-Term Rental FAQ

What permits do I need to rent my home as a short-term rental?

- Village of Allouez Short-Term Rental permit which is obtained with the annual Short-Term Rental Application
- Room Tax Permit Application
- State of Wisconsin License for a Tourist Rooming House License issued by Brown County Public Health Division
- Seller's Permit from the Department of Revenue (if not listing on lodging marketplace)

Does my permit apply to multiple properties?

- A separate application and Short-Term Permit must be obtained for each dwelling unit used as a short-term rental.

If I sell my property, is my Short-Term Rental Permit transferable?

- The Short-Term Rental Permit is NOT transferable. If the property changes ownership, a new permit will be required.

What types of rentals do I need to obtain a permit and collect room tax for?

- You need to obtain a Short-Term Rental Permit and Room Tax permit if you are renting your home to any person(s) for over 10 days in a 365-day time span and less than 29 consecutive days.

My Short-Term Rental is leased through an on-line marketplace or another rental agency. Do I still need a permit?

- Yes, the Village requires a municipal permit regardless of how the rental is advertised.

How do I collect room tax from guests who are renting my home?

- Room tax is a pass-through tax. There are different options to collect room tax and it is up to you to decide what works best for your rental.
    - The amount can be included in the nightly advertised rate.
    - You may list through a lodging marketplace, which may offer to collect the tax for you; however, you are responsible to make sure that the room tax is collected and paid.

What do I pay Room Tax on?

- Room tax is paid on gross lodging sales. If you collect additional money for services or other items, those charges would not be subject to room tax.

What records do I need to keep and how long do I need to keep them?

- Books and records should be maintained of all rental transactions whether you are renting to a guest directly or through an online platform. Include the days/nights rented, all revenue associated with the rental, and documentation of any deductions taken from the gross revenue prior to the calculation of the room tax due.