

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: \_\_\_\_\_, Ephraim, WI 54211

Dear Neighboring Property Owner,

I/we are the owner(s) of the above-referenced property which is offered for rent for a fee as a short-term rental for periods less than thirty (30) days. The Village of Ephraim recently adopted an ordinance to establish minimum standards and expectations for owners who rent out their residential dwellings as a short-term rental.

That ordinance requires the enclosed information to be provided to neighboring property owners located within three hundred (300) feet of the rental property, in all directions from this property, as follows:

- Telephone and email contact information to enable you to report an issue arising in connection with the rental of this residential dwelling (listed below).
- A copy of the Property Rules (enclosed with this letter).
- A copy of the Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP) tourist rooming house license.
- Maximum occupancy information (listed below).

If you have any questions, please feel free to reach out to me. The complete ordinance is available on the Village's website ([ephraim-wisconsin.com](http://ephraim-wisconsin.com)), along with some frequently asked questions about Short-Term rentals.

Sincerely,

\_\_\_\_\_ Signature Line

**Address of rental property:** \_\_\_\_\_

**Maximum Occupancy:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

**Owner Phone:** \_\_\_\_\_

**Owner Email:** \_\_\_\_\_

**Designated Agent Name:** (if applicable) \_\_\_\_\_

**Designated Agent Phone:** (if applicable) \_\_\_\_\_

**Designated Agent Email:** (if applicable) \_\_\_\_\_

**Wisconsin DATCP License No.:** \_\_\_\_\_