



## DOOR COUNTY TOURISM ZONE COMMISSION

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# **HOLD REQUEST FORM**

Permit holders/agents may request to place a permit on hold (temporary suspension) for up to one year, which negates the need to file zero-dollar reports when the property is not in use as a short-term rental. To have the hold request approved, all advertising of the rental property for the months included in the hold request must be removed. All months listed on the hold request must be blocked out on applicable websites.

**Holds are not retroactive and must be requested and approved in advance.** Any hold request received for the current month will not be considered. For example, If a property owner/agent intends for the property to be on hold from November-April, a hold request must be submitted to the Tourism Zone *prior to November 1<sup>st</sup>*. Holds will only be considered from the first of a month through the end of a month (no partial months).

If a hold is approved and a permit holder/agent is found to be advertising or renting, the hold will be immediately rescinded, and the permit holder will be responsible for filing room tax reports as necessary.

Permit number: \_\_\_\_\_

Hold period month/year to month/year: \_\_\_\_\_

By signing and dating below, you attest to understanding the aforementioned terms.

**X**

Permit holder or agent

Date