

SAMPLE NOTICE TO NEIGHBORING PROPERTY OWNERS

[date]

[Name of Neighboring Property Owner]

[Mailing Address]

Regarding: [Short-Term Rental Property Address]
Sister Bay, WI 54234

Dear Neighboring Property Owner,

I am the [owner/agent for owner] of the above-referenced property which is offered for rent for a fee as a short-term rental. The Village of Sister Bay recently adopted an ordinance to establish minimum standards and responsibilities of owners who rent out their residential dwellings as a short-term rental.

That ordinance requires the enclosed information be provided to neighboring property owners located within three hundred (300) feet of the rental property, and 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.
- 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 number.

If you have any questions, please feel free to reach out to me. The complete ordinance is available on the Village’s website, along with some frequently asked questions about short-term rentals. <https://www.sisterbaywi.gov/>

Sincerely,

[name]

Address of rental property: _____

Owner/Agent Name: _____

Owner/Agent Telephone: _____

Owner/Agent Email: _____

Wisconsin DATCP License No.: _____

Property Rules: ENCLOSED

In case of Emergency, Dial 911