

Dear Town of Farmington, Dayton and City of Waupaca Residents,

This letter is meant as an educational letter for those who may own and operate a short term rental property within the three municipalities that participate in the Commission.

During this past spring there has been a collaborative effort between the town boards of Farmington, Dayton, the city of Waupaca and the Convention and Visitor's Bureau to ensure that room taxes are collected and distributed back to the municipality where they originated. State of Wisconsin Statutes ensure that 70% of all room tax monies collected go towards promoting tourism in our area. The remaining 30% stays within the municipality it originated in to help fund our local municipal priorities. In order to ensure each participating municipality is getting their equitable share, a Room Tax Commission was created earlier this year. This Commission is comprised of representatives from the towns of Dayton, Farmington, the city of Waupaca and the hospitality industry. This group will work with the Convention and Visitor's Bureau to ensure the distribution of funds is done in accordance with requirements set forth by Wisconsin State Statutes.

First, it is important to know that all short term rental properties must have the proper licensing from Waupaca County.

Q: How do I obtain the proper Public Health Licensing?

A: (Step 1) To ensure you have the proper licensing, please complete the Food and Rec Establishment License and hand deliver, or mail, to the Waupaca County Courthouse located at:

Waupaca County Public Health

811 Harding St Waupaca, WI 54981

Checks should be made payable to, Waupaca County DHHS. **This is an annual permit.**

This application can be found online at https://www.waupacacounty-wi.gov/departments/health_and_human_services/food_safety.php.

Q: On the County application, I am noticing that there are different categories of lodging depending on number of rooms? What do I choose?

A: The County considers each private rental 1 unit. For example, if you have 1 home that has 5 bedrooms, that property would be considered one room and would fall under the "Tourist Rooming House" category.

Q: What if I have trouble with the application or do not understand something...who should I reach out to?

A: Below is the appropriate contact information for all questions relating to licensing for short term rentals:

Waupaca County Public Health Phone Number: 715-258-6323

Waupaca County Public Health Email: publichealth@co.waupaca.wi.us

Website link to licensing programs: https://www.waupacacounty-wi.gov/departments/health_and_human_services/food_safety.php

WI Admin Code relating to Hotels, Motels, Tourist Rooming Houses:

https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/72

Q: Are there any other permits needed to operate my short term rental legally?

A: (Step 2) Yes, the last permit requirement is a "Hotel/Motel/Short Term Rental Permit" through your local municipality (Farmington, Dayton, city of Waupaca). This permit has a \$25 fee and ensures that your municipality has record of all short term rentals operating within its municipal boundaries. This is an **annual permit**. If you are operating multiple rentals in multiple municipalities, you will need to complete a permit application for each property in each municipality you are operating within. Applications can be found on each municipality's website.

www.cityofwaupaca.org

<https://town-dayton.com/>

<https://www.farmington-waupaca.com/>

Q: Great, now that I have the proper licensing and permits, how do I know I am paying the appropriate taxes (Room Tax and Sales Tax)?

A: (Step 3) Good question, if an owner of a short term rental is exclusively using online rental platforms such as VRBO, AirBnB, Home and Away, etc... It is likely that the room tax and sales tax is automatically being paid for. Room tax may be automatically sent to your municipality through your agreement with those companies. We recommend reading through your agreement to ensure room tax is being accounted for.

Q: What if I rent my property and do not use the larger online platforms as mentioned above?

A: (Step 4) If you do not use an online rental platform that automatically pays your room tax and sales tax, **it will be your responsibility to make that payment to your municipality** (Room Tax) and the State of Wisconsin (Sales Tax). Taxes should be paid on a quarterly basis.

Sincerely,

Waupaca Area Room Tax Commission