



Residential Rental Dwelling Unit¹ Registration Form

City of Wausau – Inspections & Zoning | 407 Grant St Wausau WI 54403
715-261-6780 | inspections@ci.wausau.wi.us

WMC 16.04.030 requires the owner(s) of residential rental properties to register with the City of Wausau, providing the owner’s contact information, or at the option of the owner, a primary contact person for the property. The owner is responsible for ensuring that the contact information is always current, and any updates are submitted within thirty (30) days of any changes.
A registration fee of \$10.00 per building shall be paid by the owner at the time of initial registration, a change of ownership, and/or a change of contact information. If you do not rent out your property, please indicate below.

Owner and Dwelling Information	
Dwelling Unit(s) Address:	# of Dwelling Units at Address:
Name of Property Owner(s): <i>(as shown on tax bill)</i>	
Contact Name: <i>(Leave blank if same of Property Owner)</i>	
Address of Owner: <i>(A post office address cannot be used, except in conjunction with the actual street address)</i>	
Phone:	Email:

You can pay via cash, online, or check:		
<input type="checkbox"/> Cash	<input type="checkbox"/> Online (submit to our Evolve portal)	<input type="checkbox"/> Check (Payable to “City of Wausau”)

Owner’s Authorization (ONLY IF YOU HAVE A LOCAL AGENT)			
If the owner chooses to have a local agent, the following must also be completed and signed by both the owner and his/her registered agent:			
I, _____, own the residential rental property located at			
_____		_____	
<i>Owner’s Name</i>		<i>Dwelling Unit Address</i>	
_____ in the City of Wausau, and have appointed			
_____		_____	
<i>Agent’s Name</i>		<i>Agent’s Street Address, City, State, Zip</i>	
As my local agent to receive service of process when necessary. By signing this statement, he/she is accepting the appointment.			
_____	_____	_____	_____
<i>Owner’s Signature</i>	<i>Date</i>	<i>Agent’s Signature</i>	<i>Date</i>
<input type="checkbox"/> NOT A RENTAL UNIT <i>Check here if property is not being used as a rental unit. Notification of changes required within 30 days.</i>		_____	_____
		<i>Agent’s Phone</i>	<i>Agent’s Email</i>

¹ A residential rental dwelling unit means any independently rented living space whose term of lease is 30 days or greater. It does not include rest homes, convalescent homes, nursing homes, hospitals, assisted living centers, community based residential facilities, adult homes and other facilities licensed or certified by the Wisconsin Department of Health Services, or properties owned or operated by the City of Wausau or its Community Development Authority.