

# SHORT TERM RENTAL PERMIT APPLICATION

01/02/2024

Jackson Township  
Monroe County, PA

(Ordinance 2018-100 - Amended Ordinance 2023-100: adopted 1/23/2023)

**ALL APPLICATIONS MUST BE SUBMITTED AS COMPLETE  
(APPLICATION, FEE AND SUPPORTING DOCUMENTATION)**

Application Fee: \$1000.00  
(non-refundable)

## RENTAL PROPERTY ADDRESS

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

## PROPERTY OWNER

Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

Alt. Phone Number \_\_\_\_\_

Email \_\_\_\_\_

24/7 contact  
24/7 contact

Text OK  
Text OK

## MANAGING AGENCY, AGENT OR LOCAL CONTACT PERSON

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Alt. Phone Number \_\_\_\_\_

Email \_\_\_\_\_

24/7 Contact  
24/7 Contact

Text OK  
Text OK

## DOCUMENTS TO BE PROVIDED:

- Floor Plans
- Site Plan\*
- Septic System\* Documents Evaluation  Pumping Record
- Copy of Property Deed with recording page
- Business Registration (if applicable)
- Insurance Declaration Page (commercial use of Short Term Rental and \$500,000 min. Liability)
- Notice to Homeowner's Association (as applicable)
- PA Sales & Use Tax ID (Or Airbnb/VRBO property ID # and link)
- Monroe County Tax Certificate
- Photo of the Outside of Dwelling (Front)

Number of Bedrooms \_\_\_\_\_  
Number of Parking Spaces \_\_\_\_\_

\*Not required for homes located in Village at Camelback/Northridge

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Alarm Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
If property is served by a third-party security service, alarm company information is required.

I/We hereby give consent for inspection of the property by the enforcement officer to verify compliance with the conditions of this Short-Term Rental Application. Owner authorizes management company to accept service for the owner.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Managing Agency/Agent/Local Contact Person Signature

\_\_\_\_\_  
Date

**SHORT TERM RENTAL PERMITS EXPIRE ONE YEAR FROM THE  
DATE OF ISSUANCE. IT IS OWNER'S RESPONSIBLITY TO  
RENEW PERMT ANNUALLY**