



MIDDLE SMITHFIELD TOWNSHIP
147 MUNICIPAL DRIVE
EAST STROUDSBURG, PA 18302
570-223-8920 FAX: 570-445-3720

SHORT TERM RENTAL APPLICATION

ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED

1. Property Address: _____

2. Property Identification Number (PIN): 0 9 7 3 _____

3. Property Owner's Name(s): _____

Mailing Address: _____

24 hour Phone Number: _____

Can this phone number receive text messages? _____

Email: _____

4. Managing Agent's Name: _____

*A managing agent is required if the Property Owner is not a local resident

Mailing Address: _____

24 hour Phone Number: _____

Can this phone number receive text messages? _____

Email: _____

5. Type of Dwelling used for Short Term Rentals: Single-Family Townhome/Condo
 Multi-Family Individual Rooms Other: _____

If building is a multi-unit structure, total # of units being used as Short Term Rentals: _____

If building is a multi-unit structure, a separate application is required for each unit used as a short term rental

6. Total number of bedrooms: _____ Total number of bathrooms: _____

7. Sewage System: Private Septic Public/Community Sewer

If septic, date of last inspection/pump: _____

***Must provide township with copy of professional evaluation of septic system**

Approximate age of system: _____ Capacity of System _____

8. Is property within a gated community? _____ If yes, provide access code: _____

9. Is property within a developed community under the jurisdiction of an HOA/POA? _____

If so, name HOA: _____

Some Home Owners Associations and Property Owners Associations (HOA/POA) restrict or prohibit the use of Short Term Rentals (STR) within their communities. If the property is affiliated with an HOA or POA, Middle Smithfield Township strongly recommends contacting the HOA for their STR rules and regulations before applying for an STR permit from the Township.

Application must be submitted with the following:

- 1. Copy of the current Deed
- 2. If Private Septic, the location, approximate age and capacity of the sewage disposal system, a professional evaluation of the septic system & proof of pumping within the last 12 months.
- 3. Copy of current Monroe County Hotel Room Excise Tax Certificate
- 4. Copy of current Pennsylvania Sales & Use Tax Permit
- 5. Trespass waiver signed by the owner of the property.
- 6. Application fee.

I hereby certify that I am the owner of the above referenced property. If the property is owned by a corporation, I certify that I am a partner of that corporation and have the authority to sign and acknowledge the following on behalf of the corporation.

I have read, understand and agree to the provisions set forth in Chapter 150, §150-7 of the Middle Smithfield Township Code for Short-Term Rental Standards. I have also read and understand Chapter 150, § 150-13 regarding violations and penalties and that any violation of the provisions of Chapter 150 may result in fines and/or the revocation of a Short-Term Rental Permit. I agree to conform to all applicable laws of this jurisdiction. I understand that the issuance of a Short Term Rental Permit is not guaranteed by this application.

Signature of Property Owner: _____ **Date:** _____

I hereby certify that I am the Managing Agent of the above referenced property and have been given authority to accept service for the Property Owner.

I have read, understand and agree to the provisions set forth in Chapter 150, §150-7 of the Middle Smithfield Township Code for Short-Term Rental Standards. I agree to conform to all applicable laws of this jurisdiction. I understand that the issuance of a Short Term Rental Permit is not guaranteed by this application.

Signature of Managing Agent: _____ **Date:** _____



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TRESPASS WAIVER

The undersigned is/are the owner(s) of a parcel of land in Middle Smithfield Township, Monroe County, Pennsylvania, at the following location:

Property Address: _____

Property Identification Number (PIN): 0 9 7 3 _____

The undersigned authorize(s) and allow(s) any agents, employees, public officials or representatives of Middle Smithfield Township to enter upon the above land and enter any structures for the purpose of performing any inspection, site visit or testing necessary to determine compliance with the Middle Smithfield Township Code of Ordinances.

The undersigned has/have signed this Waiver this _____ day of _____, 20____, intending thereby to be legally bound.

Property Owner's Name(s): _____

*If Owner is a corporation, print also the name of the person signing this waiver

Signature of Property Owner/Authorized Partner: _____