



Mount Pocono Borough

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1361 Pocono Blvd., Suite 100
Mount Pocono, PA 18344

www.mountpocono-pa.gov

SHORT-TERM RENTAL APPLICATION

ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED

1. Property Address: _____ Unit #: _____ (if applicable)

2. Property Owner's Name(s): _____
Mailing Address: _____
24-Hour Phone Number: _____
Can this phone number receive text messages? _____
Email: _____

3. 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: _____

4. 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 as a short-term rental

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

6. Sewage System: Private Septic Public/Community Sewer
If septic, date of last inspection/pump: _____
***Must provide Borough with copy of professional evaluation of septic system**
Approximate age of system: _____ Capacity of System: _____

7. Is property within a developed community under the jurisdiction of an HOA/POA? _____
If so, name of HOA: _____

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 and proof of pumping with the last 12 months.
3. Copy of current Monroe County Hotel Room Excise Tax Certificate.
4. Copy of current Pennsylvania Sales and Use Tax Permit.
5. Trespass waiver signed by the owner of the property.
6. Registration Fee: \$500.00

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 154, Article III of the Mount Pocono Borough Code for Short-Term Rental Standards. I have also read and understand Chapter 154, § 150- 21 through 24 regarding violations and penalties and that any violation of the provisions of Chapter 154 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 154, Article III of the Mount Pocono Borough Code for Short-Term Rental Permit is not guaranteed by this application.

Signature of Managing Agent: _____ Date: _____

DO NOT WRITE BELOW THIS LINE – BOROUGH USE ONLY

Date Received: _____	Payment Type: _____	MO/Check #: _____
Registration Fee: \$ _____		Inspection Fee: \$ _____
Approved: _____	Denied: _____	Reason for Denial: _____

Permit No.: _____	Zoning Officer: _____	Date Approved: _____
Property Identification Number (PIN): _____		

TRESPASS WAIVER

The undersigned is/are the owner(s) of a parcel of land in Mount Pocono Borough, Monroe County, Pennsylvania, at the following location:

Property Address: _____

Property Identification Number (PIN): _____

The undersigned authorize(s) and allow(s) any agents, employees, public officials or representatives of Mount Pocono Borough 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 Mount Pocono 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: _____