



24 Analomink Street
 East Stroudsburg, PA 18301
 Phone: (570) 421.8300 / Fax: (570) 421-5575
 Web: www.eaststroudsburgboro.org

For Office Use:
Application #: _____
Application Date: _____
Fee Paid: _____ Date Paid: _____
Payment Method: _____

SHORT-TERM RENTAL LICENSE APPLICATION

**A FULLY COMPLETED APPLICATION ALONG WITH ALL OF THE REQUIRED DOCUMENTS AND FEES
 MUST BE SUBMITTED AT THE TIME OF THE APPLICATION.**

IMPORTANT – APPLICANT MUST COMPLETE ALL APPLICABLE FIELDS ON THIS APPLICATION

I. PROPERTY INFORMATION		
PROPERTY ADDRESS:	PROPERTY LOCATION (Unit/Apt):	
TAX MAP (05#####):	ZONING DISTRICT:	
TYPE OF DWELLING USED FOR SHORT-TERM RENTALS: <i>(A separate Short-Term Rental License is required for each dwelling unit; for two-family or multifamily dwellings, a separate license shall be required for each dwelling unit being used as a short-term rental).</i>	Single Family:	Multi-Family:
	Townhouse/Condo:	Other:

II. PROPERTY OWNER	
NAME:	EMAIL:
MAILING ADDRESS:	PHONE (24 Hour):
	ALTERNATE PHONE (24 Hour)
PHYSICAL ADDRESS (if mailing address is a PO BOX):	
CONTACT NAME (if owner of record is a company):	

III. PROPERTY MANAGEMENT/LOCAL CONTACT PERSON) – must reside within 20 miles radius of the Borough.	
NAME:	EMAIL:
MAILING ADDRESS:	PHONE (24 Hour):
	ALTERNATE PHONE (24 Hour)
PHYSICAL ADDRESS (if mailing address is a PO BOX):	
CONTACT NAME (if listed Property Management is a company):	

IV. TRASH HAULER	
NAME:	PICK-UP DAY:

V. DOCUMENTS AND INFORMATION INCLUDED	Check
• Zoning Permit Application	
• Authorization to accept service for the owner (if Property Management is listed on the application)	
• Floor plans for the short-term rental, including total habitable floor space and total number of bedrooms.	
• Number of dwelling units in the structure	
• Number of dwelling units being used as short-term rental	
• Number of Bedrooms	• Number of Bathrooms
	• Number of parking spaces
• A site plan showing the location and number of on-site parking spaces.	
• If not on a central sewer system, the location, approximate age and capacity of the sewage disposal system.	
• Copy of County Hotel Tax Certificate	
• Copy of PA Sales and Use Tax Certificate	
• Trespass waiver signed by the owner allowing access to the premises for the Code Enforcement Officer and the Rental Housing Inspector for the purpose of inspection to verify compliance with this Ordinance.	
• Copy of the current recorded deed for the premises establishing ownership.	

<ul style="list-style-type: none"> Evidence that there is no delinquent Borough water, sewer and solid waste collection fees for all properties owned, in whole or in part, by the owner in the Borough. 	
<ul style="list-style-type: none"> A copy of a contract with a solid waste hauler to remove solid waste from the short-term rental premises (if applicable). 	
<ul style="list-style-type: none"> Evidence that there are no delinquent Monroe County hotel room excise tax or Pennsylvania sales/use taxes due and owing with respect to short-term rentals or all properties owned, in whole or in part, by the owner in the Borough. 	
<ul style="list-style-type: none"> Certificate of insurance reflecting at least \$500,000 in general liability insurance is in effect with respect to the short-term rental, issued by an insurance company licensed to do business in Pennsylvania, which shall be maintained in full force and effect by the owner for the entire period the short-term license is in effect. 	
<ul style="list-style-type: none"> A sample of the Notice to Occupants posted on or by the front door. 	
<ul style="list-style-type: none"> Written approval from property owners' association (if applicable) 	
<ul style="list-style-type: none"> Property Manager's written authorization to accept service for the property owner (if applicable) 	
VI. SHORT-TERM RENTAL PROPERTIES SHALL BE EQUIPPED WITH THE FOLLOWING:	Check
<ul style="list-style-type: none"> Notice to Occupants posted near front door (on the inside) 	
<ul style="list-style-type: none"> Smoke detectors in each bedroom 	
<ul style="list-style-type: none"> Smoke detectors outside each bedroom in common hallways 	
<ul style="list-style-type: none"> Smoke detectors on each floor 	
<ul style="list-style-type: none"> GFCI outlets in kitchen, bathrooms, outside outlets 	
<ul style="list-style-type: none"> Aluminum or metal exhaust from dryer 	
<ul style="list-style-type: none"> Carbon monoxide detector if open flame (oil or gas) furnace, gas or wood fireplace, or wood-burning stove 	
<ul style="list-style-type: none"> Carbon monoxide detector if garage is attached 	
<ul style="list-style-type: none"> Fire extinguisher in kitchen 	
<ul style="list-style-type: none"> Stairs (indoor and outdoor) in good condition, with graspable handrails 	
<ul style="list-style-type: none"> Pool/Hot Tub (ISPSC Compliant) 	
<ul style="list-style-type: none"> E-911 address marker properly installed at the Premises 	
VII. PLEASE INITIAL (Initials are required for all fields)	
	I/We hereby give consent for the property to be inspected by the Zoning/Code Enforcement Officer to verify compliance with § 124 of the Code of the Borough of East Stroudsburg and 2006 International Property Maintenance Code (IPMC) and all other applicable current codes.
	I/We will maintain valid contact information of the property owner(s) and will update East Stroudsburg Borough immediately should any changes occur.
	I/We understand that violating § 124 of the Code of the Borough of East Stroudsburg and/or 2006 International Property Maintenance Code (IPMC) and/or any applicable current codes may result in revocation of the current Short-Term Rental License, and/or denial of this Application for the Short-Term Rental License.
	I/We understand that a Short-Term Rental License is required for each individual unit.
	I/We understand that a Short-Term Rental License is valid for one year from the date of issuance and must be renewed annually.
	I/We understand that each Short-Term Rental unit shall be subject to a minimum of one inspection every year, based upon a schedule established by the CEO.
	I/We understand that the marketing of a Short-Term Rental in which the advertised occupancy exceeds the maximum occupancy requirements permitted by this article, or which promotes any other activity which is prohibited by § 124 of the Code of the Borough of East Stroudsburg and or the adopted codes, shall be a violation of the § 124 of the Code of the Borough of East Stroudsburg and or the adopted codes

	<p>I/We understand that it is the responsibility of the owner(s)/property manager to allow and schedule inspections by a CEO of the premises during Borough business hours, after a minimum of five calendar days' notice has been provided to the owner or manager. Owner/Property Manager must be present during the Short-Term Rental Inspection. Failing to allow entry/schedule an inspection requested by the CEO could result in fines, penalties and/or license suspension, revocation or denial as described by § 124 of the Code of the Borough of East Stroudsburg.</p>	
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By signing below, I verify that the above information is true and correct, subject to the penalties of 17 Pa. C.S. Section 4904, relating to sworn falsifications to the authorities.

PRINT PROPERTY OWNER NAME:	
SIGNATURE OF PROPERTY OWNER:	DATE:
PRINT PROPERTY MANAGER NAME:	
SIGNATURE OF MANAGING AGENT:	DATE: