



Stroud Township
1211 North Fifth Street, Stroudsburg, PA 18360
Phone: (570) 421-3362 Fax: (570) 421-3240

For Office Use:
Application #: \_\_\_\_\_
Date: \_\_\_\_\_
Fee: \_\_\_\_\_
Paid: \_\_\_\_\_

RENEWAL SHORT-TERM RENTAL PERMIT APPLICATION

(All applicable fields must be filled out completely and legibly)

Property Address: \_\_\_\_\_
Current Permit Number: \_\_\_\_\_

(If your current STR Permit was issued more than 12 months prior to today's date, a Renewal Short-Term Rental Application is no longer applicable. Please complete all of the requirements for a new Short-Term Rental Permit Application)

Advertising Property Reference Number (IDs) \_\_\_\_\_
from all of the websites your property is \_\_\_\_\_
advertised (ex: vrbo.com/0000000xx): \_\_\_\_\_

Property Owner Name: \_\_\_\_\_
Mailing Address: \_\_\_\_\_
Phone (24 Hour): \_\_\_\_\_ Alternate Phone (24 Hour): \_\_\_\_\_
Email: \_\_\_\_\_

Managing Agency, Agent or Local Contact Person

[ ] Same as Property Owner
Name: \_\_\_\_\_
Mailing Address: \_\_\_\_\_
Phone (24 Hour): \_\_\_\_\_ Alternate Phone (24 Hour): \_\_\_\_\_
Email: \_\_\_\_\_

Trash Hauler: \_\_\_\_\_ Pick-Up Day: \_\_\_\_\_
(Must be Township Approved)

Documents Required\*

Initial

- Number of Bedrooms: \_\_\_\_\_ Number of Parking Spaces: \_\_\_\_\_
Copy of Monroe County Hotel Room Rental Excise Tax Certificate
Copy of Pennsylvania Sales Tax License
Insurance Policy Declaration Page (min. \$500,000 liability coverage for house use as short-term rental)
3 pictures (8.5 x 11) from one of your digital advertisements:
o Front of the property used as STR
o Rear of the property used as STR
o Main living area of property used as STR

Initial:

I/We hereby give consent for the property to be inspected by the Zoning/Code Enforcement Officer to verify compliance with the Short-Term Rental ordinance.

I/We authorize the management company listed on this application to act on behalf of property owner.

There has been no change in the occupancy since the last inspection, without written notice to Stroud Township.

Property Address: \_\_\_\_\_

\_\_\_\_\_ I/We will maintain valid contact information of the property owner(s) and will update Stroud Township immediately should any changes occur.

\_\_\_\_\_ I/We understand that violating the Short-Term Rental Permit Ordinance may result in revocation of the current Short-Term Rental Permit, and/or denial of this Renewal Short-Term Rental Application.

\_\_\_\_\_ I/We understand that at the time of application, and throughout the permitting process, the property must be in compliance with the Stroud Township Short-Term Rental Permit Ordinance, and all other applicable Municipal Ordinances, or the permit will be automatically denied, and a new Short-Term Rental Permit Application must be submitted, along with all of the required documents and fees, to the Township after the property has come into compliance.

\_\_\_\_\_ I/We understand that a permit application is valid for one (1) month from the time of application and will automatically be denied after one (1) month, unless agreed upon in writing with the Zoning/Code Enforcement Officer.

Print Property Owner Name: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Managing Agent Name: \_\_\_\_\_

Signature of Managing Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Short-Term Rental (STR) Fees (2023):

<u>Each Year After First year</u> .....	\$400.00
Includes 1 inspection @ \$100.00	
Includes 1 SEO inspection if on-site septic	
<u>Each additional inspection fee</u> .....	\$100.00