



198 Brink Hill Road • Greentown, PA 18426
(570) 676-9325 • www.greentownship.org

Short-Term Rental Application

New Rental – New STR # (ISSUED BY TOWNSHIP) _____

Renewal – Previous STR # _____

PROPERTY OWNER INFORMATION

Name _____
24 Hour Telephone # _____
Mailing Address _____
City _____ State _____ Zip _____
Email _____

LOCAL CONTACT PERSON

MUST be within 30 miles of STR – can be same as property owner
Name _____
24 Hour Telephone # _____
Mailing Address _____
City _____ State _____ Zip _____
Email _____

PROPERTY INFORMATION

Short-Term Rental Property Address _____
Tax Map # (check gis.pikepa.org) _____
 Single Family Structure Multi-Family Structure: # of Total Units _____ # Being Used as Short-Term Rental _____
Number of Bedrooms (each bedroom must contain a minimum of eighty (80) square feet) _____
Maximum Overnight Occupancy (per Section 12 (A) (1)) _____
Number of On-Site Parking Spaces _____ Maximum Overnight Vehicles (per Section 12 (A) (8) (b)) _____

SEWAGE INFORMATION

On-lot: Age of System _____ Location _____ Gallon/Day Capacity _____
 Community System (only valid in The Escape Community)

NOTE: Confirmation of adequate Sewer System Capacity may require further documentation or testing as determined by Greene Township

PLEASE PROVIDE THE FOLLOWING:

***The Township WILL NOT print your documents and/or photographs. Applicants must provide ALL required documentation in order for an application to be considered complete. Incomplete applications will not be accepted.**

- Three (3) Separate Checks for Application Fees (per Resolution 26-6) *NOTE: Application fees are NON-REFUNDABLE
- Photograph Taken From Primary Entrance
- Sketch of Floor Plan for Full Structure Including Square Footage of All Rooms
- Copy of All Online Advertisements (you may provide the number that links to your online listing. EXAMPLE: vrbo.com/**2856196**)
- Copy of current Pike County Hotel Room Excise Tax Certificate
- Copy of current Pennsylvania Sales and Use Tax Permit
- Proof of Septic Tank Pumping Within Past Three (3) Years (proof must include pumping receipt with any deficiencies of the system noted on the receipt)
- Copy of Current Recorded Deed Establishing Ownership (can be obtained from Pike County Recorder of Deeds Office)
- Declaration Page of the Current Insurance Policy Indicating at Least \$500,000.00 Liability Insurance to Cover the Commercial Use of a Short-Term Rental for the Full Duration of the Permit
- IF THE SHORT-TERM RENTAL IS LOCATED IN A HOME OWNERS' ASSOCIATION: Copy of Written Notice to the HOA Indicating the Intent to Make an Application For and Use the Subject Residential Property for a Short-Term Rental

ACKNOWLEDGEMENT

1. Owner and/or local contact person has read all regulations outlined in Ordinance #104 pertaining to the operation of the Short-Term Rental.
2. Owner and/or local contact person will post and maintain the Short-Term Rental with the notice required in Section 12 (A) (14).
3. Owner and/or local contact person acknowledges that all bedrooms are a minimum of eighty (80) square feet.
4. Owner and/or local contact person will post and maintain:
 - a. The 911 emergency address sign in accord with applicable requirements.
 - b. The short-term license provided by the Township. The license shall be posted on a window clearly visible from the access road side of the Short-Term Rental.

By signing the application, I certify that all facts set forth within the application and all accompanying documentation are true and correct. This application is being made by me to induce official action on the part of the Greene Township. I understand that any false statements made herein are subject to the penalties of 18Pa.C.S.4904 relating to unsworn falsification to authorities.

I consent for inspection of the property by the Code Enforcement Officer, Sewage Enforcement Officer, and Building Inspection Company.

Print Name _____

Signature of Owner _____ Date _____

If you have any questions regarding your application, please contact the Code Enforcement Officer at (570) 676-6367 or codeofficer@greentownship.org