



# 2022 Landlord Registration Form

P.O. BOX 100 ALBRIGHTSVILLE, PA 18210 / TEEPEE (570) 722-0302, FAX (570) 722-2061, EMAIL: OFFICE@TOWAMENSING.COM

Office Hours: Monday- Friday 9am to 5pm, Saturday 9am to 3pm, CLOSED SUNDAY

This form must be submitted with your Rental Fee of \$600 per rental home before your home will become active on the 2022 Rental Program along with these additional forms:

**Short-Term Rental Home(STR):** The 2022 Rental Behavior Policy (which is required prior to any 2022 STR Registration forms being submitted) and the Penn Forest Township STR Zoning Permit.

The office will need **at least 72 hours in advance** of the STR's arrival to prepare rental packets. STR packets **will not** be released earlier than 1 week prior to renter's arrival. STR's **cannot** pick-up rental packets.

**Full-time Rental Homes:** The 2022 Full-time Rental Registration Form. Please note that only 12 month leases are allowed; NO Month to Month Rentals.

If your Full Time tenant has moved, please send us written notification stating any changes in the status of your property. Be sure to supply the office with a copy of the Full-Time Tenants renewed or extended yearly lease each year, signed by both parties. TTPOA does not allow registration of ATV's, Golf Carts or Boats to persons other than Property Owners or Full-Time Tenants with Lessee Affidavit Form on File.

Property Owners Name: \_\_\_\_\_

Property Owners Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Will you be renting your home(s) with Full-Time Tenants or Short-Term Renters? \_\_\_\_\_

Name of Real Estate Agent/Property Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

If renting Short-Term, who is authorized to pick-up rental Packets? \_\_\_\_\_ Phone: \_\_\_\_\_

Please List All your properties which are on the Rental Program:

Lot #: \_\_\_\_\_ 911 No. \_\_\_\_\_ Street: \_\_\_\_\_

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**NOTES TO PROPERTY OWNERS:** There is a new Administrative charge of \$25.00 for each Rental Packet plus \$5.00 per vehicle. All vehicles must be registered. Children over the age of 5 must wear Wristbands or Tenant Badges. The pool and beach will open Saturday, May 28, 2022 for weekends only and will open full time Saturday, June 18, 2022 thru Monday, September 5, 2022. Pool and Beach Hours are 11am-6pm.

A "No Longer Renting Form" is required if you are no longer renting your home(s). Please contact office to obtain form.

I affirm I have read the Current Rules of Conduct, Rental Behavior Policy(if applicable) and Penn Forest Township Rules & Regulations and understand that all Property(s) must be in good standing.

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

**Office Use Only:**

Rental Fee of \$600 per Property Paid? \_\_\_\_\_