



2023 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 2023 Rental Program along with these additional forms:

Short-Term Rental Home (STR): The 2023 Rental Policy (which is required prior to any 2023 STR Registration forms being submitted) and the Penn Forest Township STR License # and 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 2023 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 an 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 27, 2023 for weekends only and will open full time Saturday, June 17, 2023 thru Monday, September 4, 2023. 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.

Please be sure to inform your renters of the Trash Compactor hours on check out days.

I affirm I have read the Current Rules of Conduct, Rental 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 \$600.00 per Property Paid? _____