



P.O. BOX 100 ALBRIGHTSVILLE, PA 18210 / TEEPEE (570) 722-0302 FAX (570) 722-2061

Dear Property Owner:

The 2023 Rental Program fee for each rented property is \$600.00. All required forms including the STR License # and Zoning Permit from the Township and fee(s) must be filled out completely and submitted prior to any renters entering Towamensing Trails. Written Authorization is required for any changes to forms. Since Towamensing Trails is a Private Community, all Property Owners/Renters/Tenants, etc. are required to read the 2023 Rules of Conduct. If you decide to remove your property(s) from the Rental Program, please contact the office to obtain a No Longer Renting Form. If at any time within 2023, you choose to return back to the Rental Program, there will be an additional **Administrative fee of \$50.00**.

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.

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

The Office is closed for the following Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (and the day after), Easter, Christmas Day and Election Day.

Full Time Tenant Requirements with Fee: Landlord Registration Form, Rental Registration Form.

If your Full-Time tenant(s) have moved or you are no longer renting on a full-time basis, please send us written notification stating any changes in the status of your property as a full time rental. Be sure to supply the office with a copy of the Full-Time Tenants renewed or extended lease each year, signed by both parties.

Full Time Form not enclosed: A Lessee Affidavit form (to register any ATV, Golf, Boat or Recreational Fires). This form is optional **and may be obtained by Property Owner** by contacting the office.

Part Time/Seasonal Requirements with Fee: STR License # and Zoning Permit, Landlord Registration Form, Rental Policy and Rental Registration Form (for each renter).

The office will need at least 72 hours in advance of the renter's arrival to prepare rental packets. Part time rental packets **will not** be released earlier than 1 week prior to renter's arrival. Part-time renters **cannot** pick-up rental packets. All Vehicles must be registered. **Children over the age of 5 must wear Wristbands or Seasonal Badges.**

Property Owners need to inform their renters of the Trash Compactor hours on check out day.

There will be an Administrative charge of \$25.00 for each Rental Packet and the cost of \$5.00 per vehicle.