

**SHORT-TERM RENTAL PERMIT
RENEWAL APPLICATION**

1/04/2024

Jackson Township, Monroe County, PA

Ordinance 2018-100- Amended Ordinance 2023-100: adopted 1/23/2023

**ALL APPLICATIONS MUST BE SUBMITTED AS COMPLETE
(APPLICATION, FEE AND SUPPORTING DOCUMENTATION)**

Rental Property Address

Application Fee:
\$750 **
(non-refundable)

CURRENT PERMIT # _____
EXPIRATION DATE _____

Property Owner

Name _____

Mailing Address _____

Phone _____

Alt. Phone _____

Email _____

** Inspection of premises - every 2 yrs. -
Inspection Fee of \$100 for each necessary
inspection - to be paid prior to inspection

☐ 24/7 contact ☐ text OK

☐ 24/7 contact ☐ text OK

Managing Agency, Agent or Local Contact Person (Required -Local contact within 20 miles)

Name _____

Mailing Address _____

Phone _____

Alt. Phone _____

☐ 24/7 contact ☐ text OK

☐ 24/7 contact ☐ text OK

Email: _____ Security Company*: _____ Phone #: _____

IF PROPERTY IS SERVED BY A THIRD-PARTY SECURITY SERVICE, ALARM COMPANY INFORMATION IS REQUIRED

I/We Hereby Certify to the Following: (all boxes **must** be checked)

☐ A minimum of \$500,000 liability insurance coverage is maintained to cover the commercial use of the short-term rental. (Attach copy of declaration page)

☐ All safety devices including smoke detectors, CO2 detectors and fire extinguisher are installed and in working order.

☐ There have been no interior alterations affecting the number of bedrooms. **Number of bedrooms:** _____

☐ Verification all owed hotel and sales taxes have been paid (Airbnb/Vrbo transaction report for past year & County reports)

☐ Septic Tank Certification (as applicable, every year), Septic Tank Pumping Record (as applicable, every three years)

Attached Documents: (ALL DOCUMENTS & APPLICATION TO BE RECEIVED BY TOWNSHIP 3 WEEKS PRIOR TO EXPIRATION DATE FOR PROCESSING IN ONE PACKET)

I/We hereby certify that the above information is true and correct. I further understand that any false information is subject to enforcement as provided in Jackson Township Ordinance 2018-100.

Owner Signature

Date

Managing Agency/Agent/Local Contact Person

Date

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Email: miller@jacksontwp-pa.gov • Website: www.jacksontwp-pa.gov