



# POLK TOWNSHIP SUPERVISORS

165 Polk Township Rd., PO Box 137, Kresgeville, PA 18333

Phone: 610-681-5376 Fax: 610-681-3063 E-mail: [info@polktpw.org](mailto:info@polktpw.org)

## Guidance for Transfer of STR Permit Application

**Application** 24/7 'local contact' is required and may be the same as owner. Please submit application and all documents via email if possible. Payment may be mailed or hand delivered.

### **Floor Plans**

- If any changes have occurred since last permit STR application, you must submit new floor plans.

### **Site Plan**

- If any changes have occurred since last permit STR application, you must submit a new site plan.

### **Septic System Certification**

- Septic system must be pumped within the past three years. Please verify with the Township if needed.
- Pumper Receipt is acceptable as proof tank has been pumped within the past three years. Pumper Receipt must include documentation showing that the system is also properly functioning.

### **Monroe County Hotel Room Excise Tax Certificate**

- Website: <http://www.monroecountypa.gov/Dept/Treasurer/Pages/HotelTax.aspx> Or you can go to the county website: <http://www.monroecountypa.gov>, click on Departments, click on Treasurer and then click on "Hotel Tax"
- There is a downloadable registration form on their website. There is no fee for this one-time registration. You can contact the County Treasurer's office at (570) 517-3180, Monday – Friday, 8:30am – 4:30pm with any questions you may have.

### **Pennsylvania Sales, Use and Hotel Occupancy Registration**

- Website: <http://www.revenue.pa.gov/FormsandPublications/FormsforBusinesses/Pages/SalesUse-and-Hotel-Occupancy-Tax.aspx> Or you can go to [www.revenue.pa.gov](http://www.revenue.pa.gov), click on "Forms and Publications", click on "Forms for Businesses" and then click on "Sales, Use and Hotel Occupancy Tax Forms"
- The registration form, PA-100, is downloadable or you can register online at [www.pa100.state.pa.us](http://www.pa100.state.pa.us). There is no fee for this one-time registration. You can contact the PA Department of Revenue directly at 717-787-1064 with any questions you may have.

### **Copy of Deed**

- Available at Monroe County Courthouse or on-line through Landex

### **Insurance Policy Declaration Page:**

- Insurance Company can provide. This must be commercial or business policy to cover use of Short-Term Rental and general liability for minimum of \$500,000.

### **Notice to Owner's Association**

- This is a letter written by the owner or agent indicating the intent to make application for and use subject residential property as a short-term rental.

**Upon filing an application:** Short-Term Rentals shall be equipped with the following:

1. Smoke detectors in each bedroom;
2. Smoke detectors outside each bedroom in common hallways;
3. Smoke detectors on each floor;
4. GFI outlets for outlets located within six (6) feet of water source (also known as GFCI);
5. Aluminum or metal exhaust from dryer;
6. Carbon monoxide detector if open flame (oil or gas) furnace, gas or wood fireplace, or wood-burning stove; Carbon monoxide detector if garage is attached;
7. Fire extinguisher in kitchen; must be visible or clearly noted as to location
8. Stairs (indoor and outdoor) in good condition; hand rails in place for entire length (does not include common areas)

**Permit Fee:** Transfer fee is \$150. Payment may be mailed or hand delivered. We accept cash, check or money order payable to 'Polk Township'. Permit issued for new owner is valid for one full year. Permit fee includes 1 inspection. Additional inspections are \$50 each.



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## TRANSFER: Short Term Rental Application

ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED

Property Address: \_\_\_\_\_

Property PIN: \_\_\_\_\_ Lot Size: \_\_\_\_\_

### Property Owner

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_  24/7 contact

Alt. Number: \_\_\_\_\_  24/7 contact

Email: \_\_\_\_\_

### Managing Agency, Agent or Local Contact Person

\*A managing agent is required if the Property Owner is not a local resident

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_  24/7 contact

Alt. Number: \_\_\_\_\_  24/7 contact

Email: \_\_\_\_\_

### **Type of Dwelling used for Short Term Rentals:**

Single-Family       Townhome/Condo       Multi-Family       Individual Rooms

If building is a multi-unit structure, total # of units being used as Short Term Rentals: \_\_\_\_\_

*\*If building is a multi-unit structure, a separate application is required for each unit used as a short term rental\**

Total # of bedrooms: \_\_\_\_\_ Total # of bathrooms: \_\_\_\_\_ Total # of parking spaces: \_\_\_\_\_

### **Trash Disposal**

Company: \_\_\_\_\_ Pick-Up Day \_\_\_\_\_

### **Sewage System:**

Date of last inspection/pump: \_\_\_\_\_

*A certification from the septic company to include: tank size and sq. footage of absorption area.*

**Required Documentation to be submitted with Application:**

1. Copy of the current Deed
2. Floor Plan
3. Site Plan showing locations of all structure and number of parking spaces
4. Septic Information: the location, approximate age and capacity of the sewage disposal system, a professional evaluation of the septic system & proof of pumping within the last 3 years. Township can verify if Pumper Receipt within the last 3 years. Receipt must include documentation showing system is properly functioning.
5. Copy of current Monroe County Hotel Room Excise Tax Certificate
6. Copy of current Pennsylvania Sales & Use Tax Permit
7. Trespass waiver signed by the owner of the property
8. Insurance Policy Declaration Page (minimum of \$500,000 liability)
9. Notice to Home Owner’s Association (as applicable)
10. Application fee of \$150.00

**PROPERTY OWNER**

I hereby certify that I am the **Owner** of the above referenced property. If the property is owned by a corporation, I certify that I am a partner of that corporation and have the authority to sign and acknowledge the following on behalf of the corporation.

I have read, understand and agree to the provisions set forth in Ordinance 2020-06 of the Polk Township Code for Short-Term Rental Standards. I have also read and understand the violations and penalties and that any violation of the provisions of Ordinance 2020-06 may result in fines and/or the revocation of a Short-Term Rental Permit. I agree to conform to all applicable laws of this jurisdiction. I understand that the issuance of a Short Term Rental Permit is not guaranteed by this application.

\_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Property Owner**

**MANAGING AGENT**

I hereby certify that I am the **Managing Agent** of the above referenced property and have been given authority to accept service for the Property Owner.

I have read, understand and agree to the provisions set forth in Ordinance 2020-06 of the Polk Township Code for Short-Term Rental Standards. I agree for my contact information to be public knowledge for the purpose of management of the above property. I agree to conform to all applicable laws of this jurisdiction. I understand that the issuance of a Short Term Rental Permit is not guaranteed by this application.

\_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Managing Agent**

PLEASE NOTE: Transfer of a Short Term Rental Permit is valid for 1 full year.



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## TRESPASS WAIVER

The undersigned is/are the owner(s) of a parcel of land in Polk Township, Monroe County, Pennsylvania, at the following location:

Property Address: \_\_\_\_\_

Property Identification Number (PIN): 13- \_\_\_\_\_

The undersigned authorize(s) and allow(s) any agents, employees, public officials or representatives of Polk Township to enter upon the above land and enter any structures for the purpose of performing any inspection, site visit or testing necessary to determine compliance with the Polk Township Code of Ordinances.

The undersigned has/have signed this Waiver this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, intending thereby to be legally bound.

Property Owner's Name(s): \_\_\_\_\_

\*If Owner is a corporation, print also the name of the person signing this waiver

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