

1/5/2021

**SHORT-TERM RENTAL
APPLICATION to TRANSFER PERMIT**

Jackson Township, Monroe County, PA
Ordinance 2018-100

Rental Property Address

Application Fee: \$200
(non-refundable)
includes one inspection

Property Owner

Name _____

Mailing Address _____

Phone _____ 24/7 contact text OK

Alt. Phone _____ 24/7 contact text OK

Email _____

Managing Agency, Agent or Local Contact Person

Name _____

Mailing Address _____

Phone _____ 24/7 contact text OK

Alt. Phone _____ 24/7 contact text OK

Email _____

Documents to Include

- Floor Plans or no change Number of Bedrooms _____
- Site Plan * Number of Parking Spaces _____
- Septic System Evaluation and Pumping Record *
- Required Tax Certificates (PA Sales & Use/Monroe County Excise)
- Copy of Property Deed
- Insurance Policy Declaration Page (commercial use of Short-Term Rental: \$500,000 min. liability)
- Notice to Owner's Association (as applicable)

* Not required if rental property is located in Northridge @ Camelback or Village @ Camelback

I/We hereby give consent for inspection of the property by the enforcement officer to verify compliance with the conditions of this Short-Term Rental Application. Owner authorizes management company to accept service for the owner.

Owner Signature

Date

Managing Agency/Agent/Local Contact Person

Date