

# *Preferred Management Associates*

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PO Box 687  
Moscow, PA 18444  
570-795-4772

[www.preferredmanagement.org](http://www.preferredmanagement.org)

Dear Dreher Township Resident,

In accordance with Dreher Township Ordinance 2022-2 all short-term rentals must be registered with Dreher Township and Preferred Management February 15, 2024. Any renewal received after will result in a fee of twice the normal amount. The rental registration is a two-part process, part 1 with Dreher Township, part 2 with Preferred Management.

This packet represents both parts of the short-term rental registration process. Included in this packet are the Dreher Township forms and the Preferred Management forms. Please complete all sections on both sets of forms and return to Preferred Management.

You can return the forms via email to:

[deirdrek@preferredmanagement.org](mailto:deirdrek@preferredmanagement.org)

Mail to:  
Preferred Management LLC  
Attn: Short Term Rentals  
PO Box 687  
Moscow, PA 18444

There are fees associated with each part of the application process, please pay special attention to the fee scheduled located on the Short Term Rental application to ensure your application is processed quickly.

If you are unable to make your inspection, 24 hour notice is required. If 24 hour notice is not give it will result in inspection failure. Once your inspection is completed if you do not pass you will have 30 days from the date of the inspection to remedy the issue.

Sincerely,

*Deirdre Kohn*

Deirdre Kohn, Short Term Rental Manager  
Preferred Management Associates; AAMC  
Office: 570-795-4772  
Cell: 570-290-0070  
[www.preferredmanagement.org](http://www.preferredmanagement.org)

**SHORT-TERM RENTAL ZONING PERMIT RENEWAL**  
**APPLICATION**

Dreher Township, Wayne County, Pennsylvania

Print or type (See attached Instructions)

Permit No. \_\_\_\_\_

**Property Owner Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

24 Hour Phone number if no managing agency: \_\_\_\_\_

**Property Information**

**TAX PARCEL (PIN) NO.** \_\_\_\_\_ **CONTROL NO.** \_\_\_\_\_

**PROPERTY SIZE (AC/SF):** \_\_\_\_\_ **ZONING DISTRICT:** \_\_\_\_\_

**PROPERTY LOCATION:** (Development Name, Street Name, Lot No. - If not within a Major Subdivision, give distance and direction from nearest intersecting roads.):  
\_\_\_\_\_  
\_\_\_\_\_

**EXISTING USE** (i.e. Short-Term Rental, Residential Home, Undeveloped Residential lot, Commercial building etc.)  
\_\_\_\_\_  
\_\_\_\_\_

WETLAND: \_\_\_ YES \_\_\_ NO FLOOD ZONE: \_\_\_ YES \_\_\_ NO

SEWAGE DISPOSAL: ( ) On-lot ( ) Community System

WATER SUPPLY: ( ) Individual Well ( ) Community System

ROAD ACCESS: ( ) Private Road ( ) Municipal Road ( ) State Road

**Information for license**

24 Hour Telephone number of owner's managing agency \_\_\_\_\_

Marketing entity identification number \_\_\_\_\_

Total habitable floor space \_\_\_\_\_

Total number of bedrooms \_\_\_\_\_

Number of dwelling units \_\_\_\_\_ (example: single family dwelling = 1)

Maximum number of vehicles allowed for overnight occupants \_\_\_\_\_

Septic system age (approximate) \_\_\_\_\_ Capacity \_\_\_\_\_ Last service date \_\_\_\_\_

**Date Issued:** \_\_\_\_\_

**Zoning Officer:** \_\_\_\_\_

SHORT-TERM RENTAL AND ZONING PERMIT APPLICATION

App. No. \_\_\_\_\_

**RETURN COMPLETED APPLICATION AND ALL SUPPORTING DOCUMENTATION TO:**

*Note: License Required: Completed application will be forwarded to Dreher Township for approval..*

**Preferred Management Associates, LLC**  
PO Box 687  
Moscow, PA 18444

Telephone: 570-842-2705  
www.preferredmanagement.org

**Applicant/Owner Certification**

I (We) hereby represent that the information provided herein and documents submitted herewith are true and correct and request that a Zoning Land Use and Short Term Rental Permit be issued in reliance thereon. Further, I (We) have read all regulations pertaining to the operation of a short-term rental and agree to comply with them and the Dreher Township Zoning Ordinance, as amended. Signing of this application authorizes the Township Zoning Officer and Short-Term Rental Management representative to perform all inspections required to ensure compliance with the Dreher Township Zoning and Short-Term Rental Ordinances.

**Owner(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: If the applicant is not the owner, written permission from the Owner(s) is required.*

<b>Zoning Officer Use Only</b>	
Date Application Received: _____	Fee: \$ _____ Check/Cash: _____
<input type="checkbox"/> Application Complete <input type="checkbox"/> Application Incomplete; Reason(s) _____	
_____	
Sewer Enforcement Officer Approval date: _____	
Property Verification of: 911 Address Sign _____	Short-term identification _____
<input type="checkbox"/> Permit Issued	
<input type="checkbox"/> Permit Denied; Reason(s): _____	
_____	
<input type="checkbox"/> Short Term Rental License fee paid	

SHORT-TERM RENTAL ZONING PERMIT RENEWAL APPLICATION CHECKLIST

Note: only items that have changed from original application are necessary

\_\_\_\_\_ Copy of Short-Term Rental Zoning Permit Renewal application

\_\_\_\_\_ For all Sewage Disposal Systems:

Proof of pumping/maintenance within the last 3 years prior to this application

\_\_\_\_\_ For Wayne County Hotel Room Excise Tax - verification that sales taxes are paid

**Short Term Rental Renewal Application fees:**

\_\_\_\_\_ Short Term Rental Zoning Permit (annual) \$150.00 - check payable to Dreher Township

\_\_\_\_\_ Short Term Rental License Fee – \$600.00 - check payable to Preferred Management

# Short Term Rental Renewal Application

Dreher Township, Wayne County, PA

## Property Owner Information

Name \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Rental Property Address \_\_\_\_\_

Rental Property City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Total Number of bedrooms \_\_\_\_\_

Total Number of Bathroom \_\_\_\_\_

Is there a Laundry Room? \_\_\_\_\_

24 hour local or Managing Agency Name \_\_\_\_\_

24 hour local or Managing Agency Phone Number \_\_\_\_\_

### If any information below changed fill in the corrected information

Total habitable floor space \_\_\_\_\_

Total Number of parking space \_\_\_\_\_

Number of Occupants (not to exceed 12) \_\_\_\_\_

Number of Dwelling Units (example single family dwelling =1) \_\_\_\_\_

Maximum number of vehicles (not to exceed the number of on-site parking) \_\_\_\_\_

Pool, Hot Tub or Spa \_\_\_\_\_

Fire pit or Burning area \_\_\_\_\_

**DREHER TOWNSHIP  
SHORT TERM RENTAL CHECKLIST**

<b>Address:</b>	
<b>Homeowner Name:</b>	
<b>Date of Inspection:</b>	<b>Time:</b>
<b>Phone Number:</b>	
<b>Pass or Fail:</b> _____	
<b>2<sup>nd</sup> Inspection Date (if needed):</b> _____	
<b>3<sup>rd</sup> Inspection Date (if 1<sup>st</sup> &amp; 2<sup>nd</sup> failed):</b> _____	
<b>Occupancy Total (# of beds/max# of guests)/ (#parking spaces):</b> _	
<b>Managing Agent:</b>	
<b>Zoning Permit Number:</b>	
<b>STR Fee Paid:</b> _____	<b>Check Number</b> <b>No</b> _____
<b>STR Fee Paid:</b> _____	
<b>Number of Bathrooms :</b>	<b>Laundry Room:</b>

- Copies of current Wayne County hotel tax certificate & current PA sales/use tax permit
- Copy of current recorded deed for the property establishing ownership
- 911 Emergency Address sign and Short term rental Sticker visible from road
- Proof of current insurance
  - Photograph taken of property from road
- Smoke detectors in each bedroom
- Smoke detectors on each floor (if no bedrooms on floor)
- Smoke detectors outside each bedroom in common hallways
- Carbon Monoxide Detector if solid fuel heating utilized
- GFI outlets for outlets located within 6 feet of water source
- \_\_\_\_\_ Aluminum or metal exhaust from dryer
- \_\_\_\_\_ Carbon monoxide detector if garage is attached
- Fire extinguisher in kitchen
- Stairs – indoor – in good condition
- Stairs – outdoor – in good condition
- Township Application and License
- \_\_\_\_\_ Swimming pool, hot tub and spas must meet the Dreher Township requirements.
- Minimum 1 parking space per bedroom, improved to mud free condition
- Name and phone number of local contact person post at front door
- Outdoor light directed away from adjoining property
- Fire and burning in compliance with Dreher Township Nuisance Ordinance
- Post in residence
  - 911 Address
  - Name and Number of Managing Agency or local contact
  - Maximum Number of Occupants and guest allowed
  - Number and location of parking spaces and rules regarding snow removal, emergency vehicle access and right-of-way
  - Trash pick-up day and/or where refuse should be stored
  - Notification of possible citations and or fines for violating STR ordinance, parking and occupancy

requirements

NOTES: