

Preferred Management Associates

PO Box 687
Moscow, PA 18444
570-795-4772
www.preferredmanagement.org

Dear Thornhurst Township Resident,

In accordance with The Short Term Rental Ordinance of Thornhurst Township all short-term rentals must be registered with Thornhurst Township and Preferred Management by February 15, 2024. The rental registration is a two-part process, part 1 with Thornhurst Township, part 2 with Preferred Management.

This packet represents both parts of the short-term rental registration process. Included in this packet are the Thornhurst 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

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

Fax to 570-843-4758

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.

Sincerely,

Deirdre Kohn

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

THORNHURST TOWNSHIP SHORT TERM RENTAL APPLICATION

THORNHURST TOWNSHIP, LACKAWANNA COUNTY

356 Old River Road, Thornhurst, PA 18424

E-Mail: Thornhurst356@gmail.com

Phone (570) 842-4273 Fax (570) 842-6757

REQUIRED FOR DWELLINGS THAT ARE RENTED FOR 30 CONSECUTIVE DAYS OR LESS

*** NOTE: TOWNSHIP MUST ISSUE PERMIT IF REQUIREMENTS MET. PLEASE CHECK WITH ASSOCIATIONS FOR RESTRICTIONS PRIOR TO SUBMITTING APPLICATION**

OWNER(S) _____

TAX MAP # ____ . ____ - ____ - ____ . ____

APPLICATION FEE: \$200.00

ANNUAL RENEWAL FEE: \$150.00

APPLICATION REQUIREMENTS:

1. Check for the applicable fee made out to "Thornhurst Township"
2. PLOT PLAN: - size/shape of property, - size/location of existing structures (including septic system), available on site parking spaces; fire pits
3. Pictures of 911 address signage, Front, Rear, and sides of Principal Building (for identification purposes)
4. All sections of Application MUST BE FILLED OUT
5. Sales Tax License # _____
6. Lackawanna County Hotel Room Rental Tax # _____
7. Marketing Entity Identifications _____
8. Proof of General Liability Insurance w/ \$1,000,000 minimum
9. Proof that short-term rental is not prohibited by property owners association.
10. Agreement to post notice on rental property required by Section 10.A.15 of the Ordinance

I. LOCATION OF PROPERTY: PROPERTY MUST HAVE REQUIRED 911 SIGNAGE

Subdivision / Development: _____

911 Street Address: _____

II. DESCRIPTION OF PROPERTY:

SINGLE-FAMILY

Number of Dedicated Bedrooms (80 Sf Min). ____

Number of Bathrooms _____

Number of Finished Floors _____

TWO- FAMILY / MULTI-FAMILY

DWELLING UNITS # _____

Number of Dedicated Bedrooms (80 Sf Min). ____

Number of Bathrooms _____

Number of Finished Floors _____

PARKING: Parking Space Minimum Size: 9'x18' | A minimum of one (1) for each bedroom is required

Off Street Parking Spaces

Tenants: _____

Guests: _____

Parking Space Locations

Outside: _____

Inside: _____

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TYPE OF SEPTIC SYSTEM: (As applicable)

Individual Subsurface / ESM Central Collection Community Subsurface / ESM

Age and Capacity of the System _____

TYPE OF WATER SYSTEM: Individual Well. Community Well

RECOMMENDED TO BE PROVIDED BY OWNER TO TENANT:

Private Community Rules, Thornhurst Township Nuisance Ordinance; Copy of Short-Term Rental Ordinance, Owner's rules; All contact information for Owner's Local Responsible Party

IV. IDENTIFICATION Application must be signed by all Land Owners, Marketing Agent and Local Contact Persons if other than owners. Property Owner(s) & Local Contact Persons hereby represent that the foregoing information is true, correct, and accurate and request that a permit be issued in reliance upon the truth thereof. Property Owner(s) & Applicant(s) agree to comply with Ordinance No. 132-2019 of Palmyra Township and the Thornhurst Township Zoning & Nuisance Ordinance and Labor & Industry regulations issued pursuant thereto and to immediately inform in writing the Enforcement Officer of Palmyra Township in Pike County PA of any change in the information in this application. If in the opinion of the Supervisors, the status of such conditions violates any Federal, State or Local Palmyra Township regulation adopted pursuant thereto, the Township may revoke such permit. **The Property Owners, Marketing Agent and Local Contact Person(s) understand that false statements provided herein are subject to the penalties of 18 Pa.C.S.A., Section 4904 relating to unsworn falsification to authorities.** An Inspection Fee shall be applied as indicated in the Thornhurst Township Schedule of Fees for the processing of this application. Property owners agree to indemnify, defend and hold the Township harmless from any and all claims and liabilities of any kind whatsoever resulting from or arising out of the permitting of the short-term rental. **Permits are Non-Transferrable.**

V. CONTACT PERSONS:

(Signatures Below Acknowledge That the Ordinance Has Been Read, Understood, & Intend to Comply)

PROPERTY OWNER: SIGNATURE: _____ **DATE:** _____

PHONE(S); Home: _____ Cell: _____ Other: _____

PRINT NAME(S): _____

MAILING ADDRESS: _____

EMAIL: _____

MARKETING AGENT(S): SIGNATURE: _____ **DATE:** _____

PHONE(S); Home: _____ Cell: _____ Other: _____

PRINT NAME(S): _____

MAILING ADDRESS: _____

LOCAL CONTACT PERSON(S): SIGNATURE: _____ **DATE:** _____

PHONE(S); Home: _____ Cell: _____ Other: _____

PRINT NAME(S): _____

MAILING ADDRESS: _____

Short Term Rental Application

Thornhurst Township, Lackawanna County, PA

Property Owner Information

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Rental Property Address _____

Rental Property City _____ State _____ Zip _____

24 hour local or Managing Agency Name _____

24 hour local or Managing Agency Phone Number _____

Total habitable floor space _____

Total Number of bedrooms _____

Total Number of Bathroom _____

Is there a Laundry Room? _____

Total Number of parking space _____

Number of Occupants (not to exceed 2 people per bedroom plus 4) _____

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

Maximum number of vehicles (1 Space per bedroom) _____

Pool, Hot Tub or Spa _____

Fire pit or Burning area _____

Local Contact must reside within 50 miles of short term rental and respond with in 2 hours

THORNHURST TOWNSHIP SHORT TERM RENTAL CHECKLIST

Preferred Management Use Only

Address: _____

Homeowner Name: _____

Phone Number: _____

Date of Inspection: _____ Time: _____

Pass or Fail: _____

2nd Inspection Date (if needed): _____

3rd Inspection Date (if 1st & 2nd failed): _____

Occupancy Total (# of beds/max# of guests)/ (#parking spaces): _____

Managing Agent: _____

Zoning Permit Number: _____

STR Fee Paid: Yes Check Number _____ No _____

Number of Bathrooms : _____ Laundry Room: _____

- Copies of current Lackawanna County hotel tax certificate & current PA sales/use tax permit
- Floor Plan showing total habitable floor space, total number of bedrooms, maximum number of overnight occupants permitted in each bedroom
- Copy of current recorded deed for the property establishing ownership
- Photograph taken of property from road
- Proof of current insurance
- 911 Emergency Address sign and Short term Rental Cling/Sticker visible from road
- Smoke detectors in each bedroom
- Outdoor light directed away from adjoining property
- Smoke detectors on each floor
- Smoke detectors outside each bedroom in common hallways
- 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 – outdoor – in good condition
- Stairs – indoor – in good condition
- _____ Swimming pool, hot tub and spas must meet the Thornhurst Township requirements.
- Minimum 1 parking space per bedroom, improved to mud free condition
- Fire and burning in compliance with Thornhurst 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 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

**THORNHURST TOWNSHIP
SHORT TERM RENTAL CHECKLIST**

NOTES: