

POCONO FARMS EAST ASSOCIATION, INC.

LONG TERM TENANT REGISTRATION FORM

This Tenant Registration Form MUST be completed and submitted to the PFEA Office by mail, in person or by email (pfarmseast@yahoo.com) **no less than fourteen (14) days** in advance of the rental. Property owners will be responsible for all actions of renters/tenants, and any damages caused by the renters/tenants to any Association owned property. By affixing his/her signature to this form the renters/tenants agree to abide by all rules, regulations, bylaws and the rental policy of the Association. (ALL INFORMATION WILL BE USED FOR EMERGENCY PURPOSES ONLY AND TO EXPEDITE COMMUNICATION) PLEASE PRINT ALL INFORMATION

PROPERTY ADDRESS TO BE RENTED: _____

PROPERTY OWNER(S): _____

OWNER'S TELEPHONE NUMBER: _____

DATE OF RENTAL: BEGIN: _____ END: _____

RENTER/TENANT INFORMATION

(PLEASE LIST ALL RENTERS/TENANTS) OCCUPANT FIRST AND LAST NAME

1. _____

2. _____

3. _____

4. _____

TENANT AUTOMOBILE MAKE: _____ MODEL: _____ YEAR: _____

LICENSE PLATE NO: _____ DOES TENANT HAVE PETS? YES: _____ NO: _____

IF YES, PLEASE LIST PETS TO BE ON PREMISES: _____

(NOTE: Dogs must be licensed and inoculated. Owners/tenants are subject to the Rules and Regulations of Coolbaugh Township)

For your reference, below is the applicable statute in the Pocono Farms East Rules and Regulations:

Article 6- Guests and Tenants

6.1 Homeowners are fully responsible, financially and otherwise, for the conduct of, and any damage caused by, their tenants, guests and contractors. Homeowners are required to give their tenants a copy of these RULES AND REGULATIONS upon renting and ensure that they are enforced. Homeowners are responsible for any fines incurred by their tenant or guests. All Homeowners must complete a rental policy form.

6.2 Tenant Policy – (Effective 1/1/2024) Homeowners or designee must register with P.F.E. Association on the appropriate rental policy form and must provide to the Association a copy of their Coolbaugh Township Registration Form. This pertains to both long-term and short-term rentals. A Two hundred and Fifty (\$250) dollar registration fee will apply to ALL LONG-TERM RENTALS. Long-term rentals are considered anything over thirty (30) days. All Long-term rentals must be renewed with the Association at the end of each lease term. (1/1/25).

6.3 The failure of any Homeowner to complete the rental policy form shall subject the Homeowner to a fine in the amount of Five Hundred (\$500) Dollars. 1/1/2025).

6.4 Tenants and guests are responsible for their actions and may be subject to legal action.

Failure to register a long-term tenant and/or **supply a copy of the lease** upon onset of rental, will be issued a **\$500 FINE**. There is no cost to registering a new lease, only the one-time annual fee.

If you fail to **register** as a Long-Term Rental unit (LTR) by **January 15th** you will be issued a **\$500.00 FINE**.

This year's due date has been extended through 3/15/25.

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

SIGNATURE OF RENTER/TENANT: _____ **DATE:** _____