

POCONO FARMS EAST ASSOCIATION, INC.
SHORT-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. Additionally, all Short-Term Rentals MUST be registered with the Township and the Property Owner must provide a copy of their Coolbaugh Township Short-Term Rental Permit to PFEA.

(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: _____

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 **fin**es incurred by their tenant or guests. All **Homeowners** must complete a rental policy form.

6.2 Tenant Policy – (Effective 1/1/2025) **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 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. **1/1/2025). The long-term rental unit form must be filled out and a copy of the current lease agreement must be provided. If you fail to register as a LTR unit by January 15th you will be issued a FINE of Five Hundred Dollars (\$500.00).**

6.3 The failure of any **Homeowner** to complete the rental policy form shall subject the **Homeowner** to a **fine in the amount of One Hundred (\$100) Dollars per incident. 1/1/2025).**

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

6.5 **Short-Term Rentals** and **Air BNBs** are considered one in the same, subject to a **one-time yearly fee of Eight Hundred Dollars (\$800.00).** Short-term rental owners must register with **the P.F.E. Association** and **Coolbaugh Township.** Violators will be reported to the Coolbaugh Township Coding Compliance Officer. **(1/1/2025).** You must provide a **copy of your STR Permit from Coolbaugh Township** and the **Monroe County Hotel Tax Certificate.** Failure to register as a STR rental unit by **January 15th** annually will result in a **FINE of Fifteen Hundred Dollars (\$1,500.00).**

Please note: FINES will not be assessed this year(2025) until AFTER 3/15/25.

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