

# *Preferred Management Associates*

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

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

Dear Lake Township Resident,

In accordance with Lake Township Chapter 340 all short-term rentals must be registered with Lake Township and Preferred Management by March 4, 2023.

This packet represents the short-term rental registration process. Included in this packet are all forms to register your rental unit. Please complete 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.

Sincerely,



Deirdre Kohn, Short Term Rental Manager  
Preferred Management Associates; AAMC

**SHORT-TERM RENTAL AND LAND USE PERMIT**  
**APPLICATION**

**LAKE Township, Wayne County, Pennsylvania**

**Print or type (See attached Instructions)**

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

**Property Owner Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

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

Phone \_\_\_\_\_

Email \_\_\_\_\_

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

**Property Information**

<b>TAX PARCEL (PIN) NO.</b> _____	<b>CONTROL NO.</b> _____
<b>PROPERTY SIZE (AC/SF):</b> _____	
<b>PROPERTY LOCATION:</b> (Development Name, Street Name, Lot No. - If not within a Major Subdivision, give distance and direction from nearest intersecting roads.): _____ _____	
<b>EXISTING USE</b> (i.e. 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:** \_\_\_\_\_

**Township Official:** \_\_\_\_\_

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

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

*Note: License Required: Completed application will be forwarded to Preferred Management Associates, who will govern registration and licensing for all short-term rentals within Lake Township.*

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

**Telephone: 570-795-4772**  
**deirdrek@preferredmanagement.org**  
**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 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 Lake Township SALDO Ordinance, as amended. Signing of this application authorizes the Township Enforcement Officer and Short-Term Rental Management representative to perform all inspections required to ensure compliance with the Lake Township SALDO 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>Lake Township Official 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 AND LAND USE PERMIT APPLICATION CHECKLIST

- \_\_\_\_\_ Copy of Short Term Rental/ Land use Permit application
- \_\_\_\_\_ Photograph of the short-term rental taken from the access roadside
- \_\_\_\_\_ Floor plans – showing total habitable floor space, total number of bedrooms, maximum number of overnight occupants permitted in each bedroom
- \_\_\_\_\_ Site Diagram (Survey Map) – generally accurate, showing all structures & buildings, road, driveway, any water bodies/wetlands, indicating the number and location of designated on-site parking spaces, and location of septic system,
- \_\_\_\_\_ For On-Lot Sewage Disposal System: Evaluation from a pumper/hauler certifying the sewer disposal system is properly functioning, Proof of pumping within the last 3 years prior to this application
- \_\_\_\_\_ For Community Sewage Disposal System: Copy / Verification for: Community Sewage Disposal System hookup permit and number of bedroom allowance.
- \_\_\_\_\_ Copy of Wayne County Hotel Room Excise Tax Certificate (verification that sales taxes are paid)
- \_\_\_\_\_ Copy of current deed/document that establishes applicants' ownership

To be verified before property is rented:

- \_\_\_\_\_ 911 emergency address sign in accord with applicable requirements
- \_\_\_\_\_ Post short-term rental identification

Payment:

- \_\_\_\_\_ Application Fee – \$400.00 total - check payable to Lake Township
  - Change of Use Permit \$150.00 - check payable to Lake Township
  - Short Term Rental Permit (annual) Fee \$150.00 - check payable to Lake Township
  - Sewage Enforcement Verification \$100.00- check payable to Lake Township
- \_\_\_\_\_ Short Term Rental License Fee – \$600.00 - check payable to Preferred Management

# Short Term Rental Application

Lake Township, Wayne 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 per bedroom) \_\_\_\_\_

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 \_\_\_\_\_

**\*Must respond with in 1 hour and be 30 miles or less from property**

# LAKE TOWNSHIP SHORT TERM RENTAL CHECKLIST

## Preferred Management Use Only

Address: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

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

Date of Inspection: \_\_\_\_\_

Pass or Fail: \_\_\_\_\_

2<sup>nd</sup> Inspection Date (if needed): \_\_\_\_\_

3<sup>rd</sup> Inspection Date (if 1<sup>st</sup> & 2<sup>nd</sup> failed): \_\_\_\_\_

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

Managing Agent: \_\_\_\_\_

Land Use Permit Number: \_\_\_\_\_

STR Fee Paid: Check Number \_\_\_\_\_ No \_\_\_\_\_

Number of Bathrooms : \_\_\_\_\_ Laundry Room: \_\_\_\_\_

- Copies of current Wayne County hotel tax certificate & current PA sales/use tax permit
- Copy of current recorded deed for the property establishing ownership
- Photograph taken of property from road
- Written notice to Homeowners Association indicating the property will be a Short-Term Rental
- Proof of current homeowners insurance of at least \$500,000 in General Liability
- 911 Emergency Address sign and Short term Sticker visible from road
- Smoke detectors in each bedroom
- Carbon Monoxide Detector
- Outdoor lighting directed away from adjoining property
- Smoke detectors on each floor (If no bedrooms on floor)
- Smoke detectors outside each bedroom
- GFI outlets for outlets located within 6 feet of water sources (Sinks, Tubs, Showers, etc.)
- \_\_\_\_\_ Aluminum or metal exhaust from dryer
- Fire extinguisher in kitchen
- Stairs – outdoor – in good condition
- Stairs – indoor – in good condition
- \_\_\_\_\_ Swimming pool, hot tub and spas must meet the Lake Township requirements and Appendix G of the 2009 International Residential Code.
- Minimum 1 parking space per bedroom, improved to mud free condition
- Fire and burning in compliance with Lake Township Burn 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

**LAKE TOWNSHIP  
SHORT TERM RENTAL CHECKLIST**

- Notification of possible citations and or fines for violating STR ordinance, parking and occupancy requirements

NOTES:

## Example Posting in Residence

- 1.911 Address
2. Name of Managing Agency, Agent, Property Manager, Local Contact, Owner and 24 hour number they can be reached.
3. Maximum Number of Occupants and Day Guest
4. Maximum Number of Vehicles and parking places
5. All vehicles must be in parking places on property
6. Rules regarding snow removal
7. Trash pick up day and no trash or refuse shall be stored on the exterior of the property
8. Notification that there may be fines or citations for creating disturbances or violating provision of the ordinance