

Mount Gretna Borough Residential Rental Application

Short-Term (yearly) or
Long-Term (every five years)

A separate application and license fee is required for each rental property. See the attached application guidance sheet to aid in filing. Renewals only require a new application, a check for the application fee, any updated information, and the inspection.

Name of the person completing the application _____

This application is for: Short-term rental (annual) Year 20__ Or Long-term rental (5 year)

Property inspections are arranged by the applicant with Associated Building Inspections, LLC by calling Brian Ziegler, phone 717-917-1149.

Property Information

Property Street Address _____

Property name or description, as shown in any advertising _____

No. of permitted bedrooms _____

Property phone number (if one exists) _____

Maximum overnight guests allowed _____ (2X number of bedrooms, max 10 guests)

Check all that apply:

- This is my primary residence.
- I live in this residence part of the year.
- I do not live at this property.
- This property is used solely as a **short-term** rental. (Fewer than 30 consecutive days per rental and 3 consecutive night minimum stay)
- This property is used solely as a **long-term** rental. (30 consecutive days or more)
- This property is used as both a **short-term** and a **long-term** rental.

Property is advertised on:

- Airbnb
- VRBO
- Other (list) _____
- None _____

Property Owner Information

Name_____

Mailing address_____

24-hour emergency phone _____ Email_____

Local Property Manager Information, if Different from Property Owner

The following person must be available 24 hours a day, 7 days a week, and able to respond to an emergency within (1) one hour. This can be the property owner or the property manager.

Name_____

Physical Address_____

Mailing Address_____

24-hour emergency phone _____ Email_____

Compliance Agreement

All Property Owners and Managers are required to read and comply with Borough of Mount Gretna Ordinances Chapters 137- Rental Property, 115-Noise, 121-Nuisances, 52-Animals. Your signatures below acknowledge receipt and thorough understanding of Borough of Mount Gretna Rental Ordinances. (See Mount Gretna Borough website at: borough/mtgretna.com, Ordinances, or at <https://ecode360.com/MO2896>).

I certify that the above information is true and accurate and that the Lebanon County Hotel Room Excise Tax and PA Sales Tax are being collected and reported as required if licensed as a short-term rental. I understand that providing false information in this application shall be a violation of the Borough of Mount Gretna Borough code, and shall be grounds to deny any application, void the approval, and revoke a rental unit license issued for the property for not less than one year.

I acknowledge all information submitted to the above listed advertising platforms is accurate and according to Borough of Mount Gretna ordinances. Advertising may be periodically checked for compliance.

I further understand that rental of this property may not begin or continue until:

1. The completed application and license payment are received.
2. An inspection is conducted and is approved by Associated Building Inspections, LLC.
3. The Residential Rental License is issued by the Borough of Mount Gretna.

I also understand the license does not run with the property but is issued to the specific owner. The license shall not be transferred or assigned to another individual, person, entity, or address, except as provided in the ordinance. The license does not authorize any person, other than the person named therein, to operate a rental home on the property.

Property Owner(s) and Property Manager's Signatures:

		Date:
		Date:
		Date:
		Date:

Payment must accompany registration form with all other required documents.
Fee per unit: \$100. Make check payable to: **Mount Gretna Borough**

The application and other required documents should be returned by October 1 for approval by January 1 of the next calendar year. This allows sufficient time for inspections, reviews, applicant meetings, Council approval, and issuance of the license. Applications received at any other time will be processed as they are received.

Borough of Mount Gretna
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