

Berwick Borough
SHORT TERM RENTAL REGISTRATION APPLICATION

YEAR OF REGISTRATION:

20____

Property Owner Information

Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Property Manager Information (Required if owner does not live within 10 miles of Berwick, PA)

Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Number of Rental Units: _____

Are Floor Plans Included? (*Floor Plans must be submitted with initial registration.*)

☐ Yes ☐ No ☐ Previously Submitted

Street Address of Each Short-Term Rental Unit: An occupancy license is required for each short-term rental unit within Berwick Borough. You must register each of your short-term rental units using this form (additional units can be listed on the back of this form or on a separate sheet). Please return this form and a check for \$40 per unit, payable to Berwick Borough to: City Hall, Attn: Code Enforcement, 1800 North Market St., Berwick PA, 18603. If you are no longer renting a previously registered unit, please note why the unit is no longer being registered.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Do you currently have a unit(s) that the Borough of Berwick has deemed in Non-Compliance?

☐ Yes ☐ No

If Yes, please list below:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Property Owner Signature: _____ Date: _____

Application Approval: ☐ Yes ☐ No

SHORT-TERM RENTAL

A fully furnished principal single-family detached dwelling that is rented for a period of not less than one (1) day and not more than thirty (30) days to someone other than a family member of the landowner and that is not occupied by an owner or manager. Two-family dwellings shall also be permitted if both dwellings are owned by the same owner and one dwelling is occupied by that owner. Guests have use of the facilities as provided for in any contract or agreement with the owner or management company, and no services, such as meals or house cleaning, are provided to the guests. The term does not include a bed and breakfast, hotel or motel, as defined by this Ordinance.

802.48 SHORT-TERM RENTAL

- A. The landowner shall live within ten (10) miles of the Berwick Borough boundaries.
- B. The dwelling must be registered with Berwick Borough as a rental unit, with inspection of the property by a Borough Housing Inspector as specified in the Berwick Borough Landlord Registration Ordinance.
- C. A property manager shall be identified, and the name and 24/7 contact information shall be provided to the Borough.
- D. The maximum length of stay per registered party shall be 30 consecutive days.
- E. The entire dwelling shall be rented in the name of one individual, who represents the entire family or group renting the dwelling during the reserved time period.
- F. The number of guests in one party shall not exceed two adults per bedroom.
- G. No exterior or interior sign intended to be seen by the public shall be permitted.
- H. Short-term rentals shall only be permitted in the principal dwelling unit.
- I. The dwelling unit must qualify as a single-family detached dwelling, as defined in Article 2 of this Ordinance.