



Short Term Rental Policies & Procedures

(EFFECTIVE 01/20/2020)

1. Homeowners are responsible for compliance with all Township, County and State regulations governing rentals.
 2. The owner(s) must complete a rental registration form and provide Locust Lake Village POA with the web addresses of any and all listings and pay the rental fee established by the Board of Directors.
 3. The owner(s) must inform renter(s) of all Locust Lake Village POA's fees associated with the rental, required compliance with Locust Lake Village POA's Rules and Regulations, Vacation Rental Behavior Policy, and Trash/ Recycling Compactor Hours.
 4. For each rental/occupancy **the owner(s)** must complete a Renter's/Occupant's Registration Form. The form must be submitted either electronically to lvrentalreg@gmail.com, by fax 570-694-6690, in person or by mail at least 72 hours prior to renter check in which shall include the following information:
 - A. Name of all persons that will reside in property
 - B. Renter(s)/Occupant(s) and day-guest vehicle identification.
 - C. Rental/Occupation dates of arrival and departure.
 - D. Address or identification of the rental/occupancy property
 - E. Owner's Signature and a phone number where they can be reached 24/7.
- Failure to pre-register guests will result in a \$25.00 fine for each registration.**
5. Upon registration, renter(s)/occupant(s) will be given:
 - A. a dated renter's parking permit which must be displayed on every vehicle rearview mirror at all times
 - B. Six (6) badges for the length of their stay. If renter needs more than six (6), they can purchase more at a rate of \$8.00 per person per day. Ski hill badges will be \$10.00 each. Badges must be returned to the Administration Office or the property owner will be charged \$2.00 per badge. **Owner(s) are strictly prohibited from permitting renter(s)/ occupants(s) to utilize MEMBER wristbands. Any renter found utilizing a MEMBER wristband will subject the Owner(s) to a \$150.00 fine.**
 - C. One dated gate card for compactor use. A \$20.00 deposit will be held at the Administration Office which will be returned to Renter(s) when card is returned.

6. The maximum daily occupants shall be 2 per bedroom plus 4 overnight renters and a maximum of 75% of the maximum overnight occupancy.
7. **Property owners are financially responsible to the Locust Lake Village POA for any damages to the amenities or common areas caused by the actions of the renters or occupants or day guests.**
8. Owner(s) shall be advised of all fines and citations given to the renter(s)/occupant(s) and shall also be responsible for the same.
9. The Owner(s) are responsible for ensuring their rental does not become a nuisance to the surrounding properties. Should a rental property receive repeated substantiated disturbance calls, the member will be cited \$500.00 for each occurrence.
10. Locust Lake Village POA requires septic tanks to be inspected or pumped by a qualified pumper/ hauler every 5 years from their last inspection/ pumping; properties adjacent to the Lakes are required to be inspected every 3 years. **If a septic system malfunction occurs, Short Term Rental of the property shall be discontinued until the malfunction is corrected in accordance with the Township and Pennsylvania Department of Environmental Protection requirements.**
11. Subleasing all or a portion of the property prohibited.