

**SHORT TERM RENTAL
ANNUAL RENEWAL NOTICE
Borough of Bellefonte**



Expire Date: December 31 of calendar year
Due Date: **January 31 of next calendar year**
Notice Mailed: _____

Total Due: \$130.00

(Please make checks payable to: Bellefonte Borough)

Our records show that your short-term rental property renewal requirements for Chapter 575, section 64.1 are approaching. The Zoning Officer has enclosed a checklist of the required submission documents for your convenience. Required submission documents that must be included with the annual renewal process per Chapter 575-61.1(F). Failure to provide accurate records or providing fraudulent records will constitute a violation of the renewal period.

Please complete the information below and return with all documents on checklist (over)

| |
|---|
| Rental Property Address: |
| Applicant tax identification number: |

| | |
|--------------------------------|---------------|
| Property Owner/Manager: | |
| Phone Number: | Email: |
| Mailing address: | |

No longer renting? Return renewal statement with written notification that includes stop date and owner's signature.

| | | | |
|-----------------------------|----------------|-------|-----------|
| For Office use only: | Date received: | Paid: | Complete: |
|-----------------------------|----------------|-------|-----------|

**ANNUAL RENEWAL CHECKLIST
FOR SHORT-TERM RENTAL HOUSING
Borough of Bellefonte**



*** incomplete checklists and paperwork will not be received for review by the Borough

- I intend to rent out my space as a short-term rental only.
- I intend to rent out my space as a both a short-term (under 30 nights) and a long-term rental (30 nights+) rental

Please provide the following information and documentation:

- Please include any corrections of changes for contact information on the renewal form.
- If applicable, proof of any violations/penalties being paid and/or remedied.
- Proof of Hotel Taxes paid the previous year
- Proof of Centre Region Code Rental Housing Permit (attach copy)
- Provide list of all rental dates from previous year as a short-term rental property; including extended stay rentals (30 nights or more)
- Include completed checklist, signed with above documents

Please provide the following information ONLY IF such information has changed from initial short-term rental application.

- Proof of insurance specifically for rental property
- Phone number and name of Person in Charge, available 24/7
- Proof of residence: Either a listing of months/dates the property is principal residents or a copy of homestead exception.
- If applicable, proof of any violations/penalties being paid and/or remedied.

OWNER AUTHORIZATION:

Signature

Print Name

Date:

Note: If owner and person in charge/ designated agent are the same please check here: YES
If the answer is **[no]**, the designated agent/ person in charge must sign below:

PERSON-IN-CHARGE/ DESIGNATED AGENT:

Signature

Print Name

Date: