



**BOROUGH OF WORMLEYSBURG
SHORT-TERM RENTAL PERMIT
APPLICATION**

20 Market Street
Wormleysburg, PA 17043
(717) 763-4483
www.wormleysburgpa.org

Date Received _____
Permit Fee \$1,000.00
Cash ☐ Check # _____
Receipt # _____
Permit # _____
Permit Date _____

Type of Short-term Rental Property (STRP): Owner-Occupied ☐ Not-Owner Occupied ☐ Multi-Family ☐

PROPERTY OWNER INFORMATION (Type or print clearly)

Owner Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Email: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____

Ownership: (Check One)

☐ SOLE PROPRIETORSHIP ☐ CORPORATION ☐ PARTNERSHIP ☐ LIMITED PARTNERSHIP ☐ LLC ☐ TRUST

Cumberland County Hotel Room Rental Tax EIN/TIN #: _____

RENTAL PROPERTY INFORMATION

Address: _____ Zoning District: _____
Phone #: _____ Name of HOA, if applicable: _____
of Sleeping Rooms: _____ # of guests - maximum _____ # of off-street parking spaces assigned to STRP _____

OCCUPANT INFORMATION (Owner-Occupied STRPs only)

Occupant Name: _____ Property Interest: _____
Phone #: _____ Email: _____
of days Owner-Occupant occupied the STRP during the most recently ended calendar year: _____

RENTAL ADVERTISING INFORMATION

Airbnb #: _____
HomeAway #: _____
RentalHomes.com #: _____
TripAdvisor #: _____
VRBO #: _____
VacationRentals.com #: _____
Other: _____

MANAGING AGENCY OR AGENT

Business Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Email: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____

RESPONSIBLE PARTY WITHIN 15 MILES OF STRP AVAILABLE TO RESPOND 24/7 DURING STRP OCCUPANCIES

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Email: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____

ADDITIONAL DOCUMENTS TO ATTACH

- Proof of General Liability Insurance with limits of not less than \$1,000,000 for the full duration of the license term.
- Floor-plan and site drawings/photographs. The drawings may be hand-drawn. Floor plans shall show details of all levels of the house and any attached structures, including the location of sleeping rooms (number of sleeping rooms will be checked against the tax assessor's record) and smoke detectors, as well as the location of doors and windows. The site drawing shall include locations of off-street parking spaces assigned specifically to the STRP.
- Two documents showing proof of residence, if applying for an Owner-Occupied STRP permit. Such documents may include a PA driver's license, other state of PA ID card, Cumberland County voter registration card, pay stub, work ID or badge, IRS W2 form, or bank statement.
- Copy of the current recorded Deed for the Property establishing ownership.
- Completed Trespass Waiver signed by the owner allowing access to the property for the Enforcement Officer for the purpose of inspection to verify compliance.

1. That I am over the age of eighteen and competent to provide this application.
2. That I am the owner of, or a person who is a principal of an entity that owns, the residence located at _____, within the Borough of Wormleysburg, Pennsylvania.
3. That all of the information provided in the foregoing Short-term Rental Application is true, correct and complete, to the best of my knowledge and belief.
4. That I am familiar with the conditions for the use of the subject property as a short-term rental property, as adopted by the Borough of Wormleysburg Ordinance No. 540, and that, to the best of my knowledge and belief, if a permit is issued for such use, the property will meet all such conditions and will be operated in compliance with those conditions.

Signature

Date

Printed name: _____ Phone: _____