



Borough of Mayfield

Municipal Building
739 Penn Avenue
Mayfield, Pennsylvania 18433

Phone & Fax (570) 876-4391
Email: generalinfo@mayfieldborough.org

SHORT-TERM RENTAL LICENSE APPLICATION

Date of Application: _____

OWNER

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____
office cell

E-Mail Address: _____

Designated Manager for Property (if applicable):

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____
office 24-hour cell

E-Mail Address: _____

Site Location: _____
Mayfield, PA 18433

I/We the undersigned, do hereby certify that the information contained in this Short Term Rental License Application is true and correct and that I/We will comply with the tenets of the Short-Term Rental Ordinance.

Signature of Owner

Date

Signature of Designated Manager (if applicable)

Date

SHORT-TERM RENTAL LICENSE ATTACHMENTS

- Floor Plans for Short-Term Rental, including total habitable floor space and total number of bedrooms
- If the building is a multi-dwelling unit structure, the **total** number of dwelling units in the structure and the number of dwelling units being used as Short-Term Rentals. Each Dwelling Unit in a multi-dwelling unit structure is required to have a separate Short-Term Rental License
- A site plan showing the location and number of on-site parking spaces. If not on a central sewer system, the location, approximate age and capacity of the sewage disposal system
- Copies of current Lackawanna County Hotel Room Excise Tax Certificate and current Pennsylvania Sales and Use Tax License
- Trespass Waiver signed by the Owner allowing access to the Premises for the Code Enforcement Officer and the Rental Housing Inspector for the purpose of inspection to verify compliance with the Ordinance
- Copy of current recorded Deed for the Premises establishing ownership
- Evidence that there are no delinquent Borough water, sewer and solid waste collection fees for all properties owned, in whole or in part, by the Owner in the Borough
- A copy of a contract with a solid waste hauler to remove solid waste from the Short-Term Rental Premises. Short-Term Rental Premises are not included in the Borough's municipal solid waste collection service. Short-Term Rental Premises must have a private solid waste hauler with weekly pickup. No dumpsters are permitted
- Evidence that there are no delinquent Lackawanna County Hotel Room Excise Tax or Pennsylvania sales/use taxes due and owing with respect to Short-Term Rentals or all properties owned, in whole or in part, by the Owner in the Borough
- Certificate of Insurance evidencing at least \$500,000.00 in general liability insurance in effect with respect to the Short-Term Rental, issued by an insurance company licensed to do business in Pennsylvania, which shall be maintained in full force and effect by the Owner for the entire period the Short-Term License is in effect
- Payment of Short-Term Rental License fees must be made prior to license issuance. Make checks payable to "Mayfield Borough".

Signature of Code Enforcement Officer

Date