



Borough of Edinboro - Building & Zoning Department

Short-term Rental Application

124 Meadville St. Edinboro, PA 16412 / mjones@edinboro.net / 814-734-1812 ext. 139

Property Address: _____

Owner Phone: _____

Owner: _____

Owner Email: _____

Owner Address: _____

Agent Name: _____

Agent Phone: _____

Agent Address: _____

Agent Email: _____

New Short-term: \$100

Existing Short-term: \$50

Number of Units: _____

Inspection Due:

Number of Tenants: _____

Number of Parking Spots: _____

Number of Bedrooms: _____

Per Ordinance No. 627

SHORT-TERM RENTAL - An establishment in which the Owner rents any area of the establishment to one, or more, individuals for compensation, rent, or fee, including offer or exchange in kind, of any type, whether or not involving overnight accommodations or separate sleeping quarters, for a period of time which is primarily **less than thirty (30) consecutive days**. The term shall not include a hotel, motel, bed-and-breakfast, inn, boarding or rooming house, group home, or regulated rental unit (as defined by section 415 of the Borough Zoning Ordinance), when the property owner or representative is present on-site at the property on a twenty-four hour per day basis, or in an owner occupied single-family dwelling which rents sleeping rooms to no more than two non-related individuals.

BEDROOM - A room intended for, or capable of, being used for sleeping and that is **at least 70 square feet in area**. Space used primarily for eating, cooking, bathrooms, toilet rooms, closets, halls, storage or other utility rooms and similar uses are not considered Bedrooms. Space used or intended primarily for general and informal everyday use such as a living room, den, and sitting room or similar uses are not considered Bedrooms. In the case of a studio living unit which is made of one room in total, excluding a bathroom, it will be treated as one bedroom.

TENANT INFORMATION FORM - This brief summary of ordinances that apply (or may apply) to the tenants of regulated rental units, shall be provided by the Borough Code Enforcement Office to the owners, who shall check any additional sections which apply to that unit, and give them to the Tenants of each unit, with appropriate explanations. For short-term rentals, the Tenant Information Form shall be posted conspicuously within the unit.

TENANT LOG -The owner/agent shall maintain a log of tenants with corresponding rental dates that shall be made available to the Borough for inspection upon request.

PARKING - The minimum number of parking spaces is designated by the number of bedrooms, as shown below. The required number of parking spaces may include spaces in a garage which can accommodate vehicles.

1 Bedroom - 1 space	3 Bedrooms - 2 spaces	5 Bedrooms - 3 spaces	And 1 space per every
2 Bedrooms -1 space	4 Bedrooms - 2 spaces	6 Bedrooms - 3 spaces	bedroom thereafter.

Signature of Owner or Authorized Agent-

All forms must be signed by the Owner or Authorized Agent.
The information provided on all forms are complete and I understand that incomplete or false information can lead to loss of certificate.
Your application isn't complete without all paperwork.

Date Signed - Due Date:12/1/2024

Application Fee:

Borough of Edinboro Office Use Only.

Received: _____ Approved: _____

Application MSCL Form Payment

Certificate # _____ Invoice# _____

Cash - Credit - Check # _____ Money Order # _____

Inspection Completed: _____

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Application for Short-Term Rentals Units Tenant Information Sheet – Review with Tenants

(814) 734-1812 ext. 139 / Fax (814) 734-4492 / mjones@edinboro.net

TENANT INFORMATION FORM -

IT IS THE DUTY OF THE LANDLORD TO EXPLAIN THE LISTED RESPONSIBILITIES TO THE TENANT AND POST THIS DOCUMENT AND THE BOROUGH RECYCLING NEWSLETTER IN ALL RENTALS.

§5-249. Owner's Duties

The owner of the property at which a short-term rental is located shall be responsible for compliance with the provisions of this Ordinance and the failure of an owner, agent, managing agency, contact person, or renting occupants to comply with the provisions of this Ordinance, including the monitoring and control of the number of occupants and visitors, shall be deemed noncompliance by the owner and subject the owner to enforcement proceedings and the penalties contained herein.

§5-303. Specific Activities Declared a Nuisance.

The following activities are deemed a nuisance and, therefore, in violation of this Part:

- A. The height of grass or weeds on private property that exceeds 8 inches.
- B. The storage of any non-operating motor vehicle on private property unless permitted by an established zoning ordinance.
- C. The improper storage and placement of recreational equipment (as defined) on private property. At no time shall recreational vehicles or equipment be stored in yard areas along street frontages or on right of ways. Boats in process of restoration or repair shall be kept only within enclosed garages.
- D. The placement or storage of larger commercial vehicles over 1 ton or buses or semi-trucks and/or semi-trailers or dump trucks in a residential zoned district.
- E. The exterior accumulation of garbage, rubbish, trash, junk items or recyclables on private property.
- F. The untimely placement or return of trash cans for regular trash pickup. (Placement after 5PM the evening before scheduled pick-up, removal of trash receptacles before 7PM the day of pick-up)
- G. The placement of indoor type furniture in yard areas and open porches.
- H. Dumping or placement of items such as leaves into open drainage ditches.
- I. An accumulation of clutter (as defined) in yard areas.

PARKING There is no Parking on any Borough Streets from 2:00 A.M. to 6:00 A.M. November 1 through April 15. Owner must post maximum number of all vehicles allowed to be parked on the property and the requirement that all renter/guest parking must be on the property and not in any private, community or public right-of-way.

THIS UNIT'S OCCUPANCY LIMIT: This is regulated by the Borough of Edinboro Zoning Ordinance and shall be enforced accordingly. Owner must post maximum number of occupants permitted to stay in the short-term rental dwelling.

NOISE DISTURBANCES: No occupant shall operate any sound generating electronic device at a volume which is plainly audible 50 feet away from the source. Noise disturbances which endanger the health or safety of humans, annoys or disturbs the ordinary sensibilities of a reasonable person or creates a nuisance to neighboring properties shall be subject to enforcement by the Edinboro Police Department.

SNOW & ICE REMOVAL: Pursuant to Borough Ordinances snow and/or ice is to be removed from sidewalks immediately, if practicable. If immediate removal is not practicable, then the Owner/Occupant of the premises shall immediately apply a non-skid material (rock salt, sand, cinders) in such a manner and in such quantity as to minimize the risk to pedestrians.

SAVVY CITIZENS APP: Go to www.edinboro.net or download the app to your smart phone by going to Google Play or the Apple App store.



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Short-Term Rental Application Yearly Mechanical Safety Checklist

Property Address: _____ Date of Work: _____
 Property Owner: _____ Contact Info: _____
 Service Provider: _____ PA Registration: _____
 Service Provider Address: _____ Contact: _____
 Service Provider email: _____

Services may be completed for new cycles after June 1st, of each year.

Pass	Fail	N/A	Please Check Appropriate Blocks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric Heating System (Circle one: Baseboard – other _____)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fossil Fuel: Circle applicable fuels in Building (coal, kerosene, oil, wood, natural gas, fuel gasses & other petroleum or hydrocarbon products)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heat Exchanger has been checked
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carbon Monoxide tested during operation of unit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Draw Flue Inspected
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wiring Inspected
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High Limit Control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pilot Safety Check
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Particular Furnace Safety Devices
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Filter replaced
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flame Roll Out
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hot Water Tank
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hot Water Tank - Flue
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hot Water Tank – CO Leak Test
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hot Water Tank – Pressure Release drop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carbon Monoxide Detector
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Garage Attached to House (Yes / No) (This affects CO detector requirements)

Remarks: _____

***** It's recommended that the owner submit the completed form and keep a copy for their records. ****

I certify that the above work has been completed by my company and the remarks stated are accurate and truthful. Furthermore, I understand the possible consequences of permitting any mechanical, electrical or conveyance issues to continue and I have notified the Owner of these circumstances.

Company Owner / Qualified Representative

Date

This is an annually required inspection that is provided to Landlords/Agents with the annual application and is due not later than December 1, Non-compliance with this requirement may be cause for fines being assessed or the non-renewal of the rental license. Ensure that the Company's current "PA Registration" and "Certificate of Insurance" are on file with the Building & Zoning Department.

Borough of Edinboro Office Use Only.

Received: _____ Posted: _____