

SHORT TERM RENTAL RENEWAL APPLICATION CHECKLIST	
EXISTING PERMIT #	

THE FOLLOWING MUST BE INCLUDED WITH THE APPLICATION

- ☐ SUBMIT REQUIRED RENEWAL APPLICATION FEE (500.00)
- ☐ COPY OF SHORT TERM RENTAL RENEWAL APPLICATION
- ☐ COPY OF CURRENT REGISTERED DEED/DOCUMENT THAT ESTABLISHES APPLICANTS OWNERSHIP
- ☐ COPY OF HOMEOWNER/RENTAL PROPERTY INSURANCE POLICY
- ☐ COPY OF INSURANCE DECLARATION/CERTIFICATE/ENDORSEMENT PAGE SHOWING PAUPACK TOWNSHIP AND COMMUNITY (HOA/POA) AS ADDITIONALLY INSURED WITH A MINIMUM OF LIABILITY COVERAGE OF \$1,000,000.00 PER OCCURANCE/\$3,000,000.00 AGGREGATE PER POLICY TERM
- ☐ FOR ON-LOT SEWAGE DISPOSAL SYSTEMS: COPY OF RECEIPT SHOWING SYSTEM HAS BEEN SERVICED AND PUMPED OUT WITHIN PAST YEAR (REQUIRED ANNUALLY)

**COMPLETED APPLICATION PACKAGE MUST BE MAILED OR DROPED OFF AT THE
PAUPACK TOWNSHIP OFFICE
10 DANIELS ROAD
LAKEVILLE PA 18438**