

FREQUENTLY ASKED QUESTIONS

1. Where are Short Term Rentals allowed?

a. Short Term Rentals are now allowed in all Residential Districts within Tobyhanna Township. If your home is within an HOA, please check with your HOA on their governing bylaws regarding STRs.

2. What is an STR?

a. "STR" stands for Short Term Rental. In Tobyhanna Township an STR is defined as any dwelling unit used or rented for the purpose of overnight lodging for a period of less than thirty (30) days and which meets the definition of "hotel" for the purpose of imposing an excise tax by the County of Monroe Ordinance No. 2004-03, as amended.

b. Essentially it is a home that is used for less than 30 days on a transient basis in which the homeowner is not residing in the home full-time.

3. How many parking spaces do I have to have?

a. There is not a required number of parking spaces that must be available. However, parking is only allowed on **YOUR** property. Parking is not allowed on the grass, right of way, or street. Also, please keep in mind that your renter should not be parking in private parking lots. Only vehicles that can fit within your parking areas are allowed.

4. How long will my STR Permit be good for?

a. Your STR Permit will be good for 1 year from the date of approval. Your permit can be revoked for excess violations or septic issues.

5. What do I do if my permit was revoked?

a. If your permit was revoked, you can appeal the decision by sending an appeal letter in writing to the Board of Supervisors. You can read more on appeals in the STR Ordinance under Section 17.

6. If I already have a permit from my HOA, do I still need one from the township?

a. Yes. Although you must follow your HOA's guidelines regarding STRs; you must still adhere to the Tobyhanna Township ordinance.

7. What documents do I need to apply for a permit?

a. All information regarding what is required to apply for your permit can be found in the [STR Ordinance](#) (page 5, section 7). Please read all requirements before applying for a permit. If you do not send all the required information, we will not be able to review your application.

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8. How many people can my home hold?

- a. There is an occupancy limit for each rental group you host. We allow 2 people per bedroom. The maximum number of people allowed in a rental group is 10.

EX: If you have a 2-bedroom home, you would be able to accommodate 4 renters. If you would have a 6 bedroom you can only have 10 renters.

9. Can I list my HOA as my point of contact (POC)?

- a. We would not stop you from listing your HOA as your POC. Make sure your HOA is okay with you making them your POC. Also, keep in mind that whomever you have as your POC must be willing to respond to the property if an issue arises and be able to speak to the Township on your behalf. Your POC must also be within 30 minutes of the rental property.

10. If the house I bought already has a permit, can I use that permit?

- a. No. Permits are non-transferable. If you just bought the home and want to start it as an STR or continue doing STRs then you must apply for a new permit.

11. Is there a limit on how long a renter can stay?

- a. We require that each rental booking must be at least 2 nights and 3 days.

12. What is the cost of a permit?

- a. Currently, we are waiting on the Board of Supervisors to approve the Fee Schedule regarding STR permits. Once we know the fee, we will let everyone know.

13. Can my loft be used as a bedroom?

- a. No. Lofts are not considered a bedroom within Tobyhanna Township. Tobyhanna Township defines a bedroom as "A room or space permitted and designed to be used for sleeping purposes with two means of egress. Space used for eating, cooking, bathrooms, toilet rooms, closets, halls, storage or utility rooms, and similar uses are not considered Bedrooms. Space used or intended for general and informal everyday use such as a living room, den, and sitting room or similar space is not to be considered a Bedroom." Since a loft would not have enclosed walls and a door it can not be considered a bedroom.

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14. How do I know if my septic is sufficient?

a. You will need to have a Plumbing company confirm that your septic is sufficient for the number of bedrooms in your home. If you are on Central Sewer, you will need a letter from the sewer company saying you are ok to rent your home.

15. How do I apply for a permit?

a. Permits will be available to be applied for online. We will have more information coming soon on how and when this will be available. If you would prefer to fill out a paper application, you can do so by coming to the Tobyhanna Township Office. We are available Monday through Friday; 8:00 AM to 4:30 PM.

16. I have a complaint about a rental, who do I call?

a. Although you can call our office to make a complaint, we are not able to answer the phone 24/7. However, there will be a 24-hour hotline you can call hosted by GovOS. That hotline will be able to take in complaints at any time of day and address the issues. Once your complaint has been submitted GovOS will contact the homeowner or POC to let them know of the complaint. Tobyhanna Township will also get an email to keep a record of the complaint.

17. Airbnb pays my hotel tax. What do I do?

a. You will need to send proof that you are included in their hotel tax. This could be in the form of documentation or a letter from Airbnb saying you are included. If you advertise on any other platform, you will still have to have that permit.

18. I don't have all my paperwork. Can I send what I do have?

a. No. Incomplete applications will not be accepted or reviewed. To apply for an STR Permit please confirm you have all your paperwork before applying.

19. Is there an age restriction?

a. Yes. Renters must be at least 25 years old to be able to rent your home. Although, some STR platforms do not have a minimum age we do require the main renter to be at least 25.

20. Who all is considered a person for occupancy?

a. All ages will be considered persons. Even an infant will count toward the total number.