

**POCONO FARMS EAST / COOLBAUGH TOWNSHIP TENANT REGISTRATION FORMS**

ATTACHED ARE THE FOLLOWING:

- POCONO FARMS EAST TENANT REGISTRATION FORM: PLEASE FILL OUT AND SIGN THE ENCLOSED FORM. WHEN COMPLETE, SUBMIT TO:

PFE ADMINISTRATION OFFICE

3170 HAMLET DRIVE

TOBYHANNA, PA 18466.

**THERE IS A \$50.00 FEE DUE TO POCONO FARMS EAST WITH EACH TENANT REGISTRATION.**

- COOLBAUGH TOWNSHIP TENANT REGISTRATION FORM: PLEASE FILL OUT AND SIGN THE ENCLOSED FORM. WHEN COMPLETE, SUBMIT TO:

COOLBAUGH TOWNSHIP

5520 MUNICIPAL DRIVE

TOBYHANNA, PA 18466.

**THERE IS NO FEE DUE TO WITH THIS FORM.**

# POCONO FARMS EAST ASSOCIATION, INC.

## TENANT REGISTRATION FORM

This tenant registration form must be completed and submitted to the PFEA office by mail, in person or by fax (570-895-4542) no less than 14 days in advance of the rental. Property owners will be responsible for all actions of renters, and any damages caused by the tenant to any Association owned property. By affixing his/her signature to this form, the tenant also agrees to abide by all rules, regulations, by-laws and the rental policy of the Association.

(ALL INFORMATION WILL BE USED FOR EMERGENCY PURPOSES ONLY AND TO EXPEDITE COMMUNICATION)  
**PLEASE PRINT ALL INFORMATION**

PROPERTY TO BE RENTED: ADDRESS \_\_\_\_\_  
 PROPERTY OWNER: \_\_\_\_\_  
 OWNER'S MAILING ADDRESS: \_\_\_\_\_  
 OWNER'S TELEPHONE NUMBER: \_\_\_\_\_  
 DATE OF RENTAL: BEGIN: \_\_\_\_\_ END: \_\_\_\_\_  
 TENANT'S (LESSEE) NAME: \_\_\_\_\_  
 TENANT'S TELEPHONE NUMBER: \_\_\_\_\_  
 TENANT'S BUSINESS ADDRESS \_\_\_\_\_  
 TENANT'S BUSINESS PHONE NUMBER: \_\_\_\_\_  
 BROKER'S NAME: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 BROKER'S ADDRESS: \_\_\_\_\_

**TENANT INFORMATION (PLEASE LIST ALL TENANTS, RELATIONSHIP, GENDER AND AGE)**

OCCUPANT (FIRST & LAST NAME)	RELATIONSHIP	GENDER	AGE

TENANT AUTOMOBILE: MAKE \_\_\_\_\_ YEAR: \_\_\_\_\_ MODEL: \_\_\_\_\_  
 LICENSE PLATE: \_\_\_\_\_ STATE: \_\_\_\_\_

DOES TENANT HAVE PETS: YES \_\_\_\_\_ NO: \_\_\_\_\_  
 IF YES, PLEASE DESCRIBE \_\_\_\_\_

(NOTE: Dogs must be licensed and inoculated. Owners/tenants are subject to the rules and regulations of Coolbaugh Township)

The property owner relinquishes his rights to the use of any future Pocono Farms East facilities and/or amenities and assigns them to the Tenant (Lessee). YES \_\_\_\_\_ NO \_\_\_\_\_

For your reference, below is the applicable statute in the Pocono Farms East rules and regulations:

**Article 6- Guests and Tenants**

6.1 Homeowners are fully responsible, financially and otherwise, for the conduct of, and any damage caused by, their tenants, guests and contractors. Homeowners are required to give their tenants a copy of these RULES AND REGULATIONS upon renting and ensure that they are enforced. Members are responsible for any fines incurred by their tenant or guests. All owners must complete a rental policy form.

A. The failure of any member to advise, in writing, the Association that their property has been rented, is subject to a fine in the amount of \$25 per month until the rental form is provided to the Association.

6.2 Tenants and guests are responsible for their actions and may be subject to legal action.

6.3 Tenant Policy - (Effective 6/1/00) Members, owners or designee must register with P.F.E. Association, on the appropriate rental form 14 days in advance of occupancy.

**Failure to register your tenant is subject to a fine of \$25.00 per month until the rental form is provided to the Association and any additional fees or disciplinary action by Coolbaugh Township. If PFEA acquires information that the property has been rented and occupants have not been registered an additional fine of \$100.00 will be levied to the property owner's account every thirty (30) days until this violation is corrected.**

By affixing their signatures below, the owners and the lessee affirm the following: that the owner has given the lessee a copy of PFEA rules, regulations, by-laws, and rental policy; that the lessee acknowledges his/her obligation and that his/hr family and guest to abide by said rules, regulations, by-laws and rental policy and that failure to comply may result in fines or penalties being levied. The lessee acknowledges having receiving a copy of said rules and regulations. Furthermore, the owner shall hold the Associations harmless from any fines, penalties, costs or damages which may result from is as a result of any violation by the owner or the tenant of PFEA rules, regulations, by-laws or rental policy, as well as local, state and federal laws.

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF TENANT (LESSEE) \_\_\_\_\_ DATE: \_\_\_\_\_

# Coolbaugh Township Tenant Registration Form

5550 Memorial Boulevard  
Tobyhanna, PA 18466  
Tel. # (570) 894-8490/Fax # (570) 894-8413

## Lessor / Lessee Statement

Please refer To the Attached Instruction Information

1. We (I) are leasing the following residential property (unit) within Coolbaugh Township:

Address of property: \_\_\_\_\_ Lessor: \_\_\_\_\_  
\_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Emergency Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Lessee information: (please print)

	Lessee # 1	Lessee # 2
Name:	_____	_____
Term of agreement	Start Date _____	End Date _____

3. Names of children or other individuals who will reside with the lessee: (please print)

Name	Date of Birth	Relationship to Lessee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please use the back of this form for additional names

4. Total square footage of rental area: \_\_\_\_\_ sq. ft. Number of bedrooms: \_\_\_\_\_
5. Number of Required Smoke Alarms: \_\_\_\_\_ Battery: (y/n) \_\_\_\_\_ Electrically Wired: (y/n) \_\_\_\_\_
6. I (We) understand that I am to notify Lessor and Coolbaugh Township Zoning Office of any changes to the occupancy of this premises within five days of change.
7. I (We) verify that the facts set forth in this application are to the best of my (our) knowledge, information and belief. This verification is made subject to the penalties of Section 4904 of the Crimes Code (18 Pa. C.S. §4904) relating to Unworn falsification to authorities.

\_\_\_\_\_  
(lessee) \_\_\_\_\_  
(lessee)

Date \_\_\_\_\_

\_\_\_\_\_  
(lessor) \_\_\_\_\_  
(authorized agent)

Date \_\_\_\_\_