



RENEWAL APPLICATION FOR SHORT-TERM RENTAL LICENSE

A short-term rental license expires on December 31 of the year in which the license was granted and must be renewed annually. Applicants may apply to renew a short-term rental license beginning on September 1 of each calendar year. The annual fee for a short-term rental license is \$250. This form shall be used, along with an application for short-term rental license, to apply for renewal of a short-term rental license.

Property Owner Information

Name(s) _____

Address (Street) _____

City _____ State _____ ZIP _____

Telephone: (cell) _____ Landline _____

Email: _____

Property Information

Centre County Parcel ID: _____

Legal Address of Dwelling Unit: _____

Is the property owner occupied? ☐ Yes ☐ No

Has the owner-occupied status of the property changed in the past year? ☐ Yes ☐ No

Record Accuracy Verification

The following section should be used to confirm the accuracy of information provided with the original license application, or any changes that were noted in previous renewal applications. If previous application information is no longer valid, the appropriate sections of the attached application form must be updated.

Has the number of dwelling units on the property changed?

☐ Yes**

☐ No

Has the number of dwelling units on the property used as an STR changed?

☐ Yes**

☐ No

Have the number of bedrooms in the STR changed?

☐ Yes**

☐ No

Have parking spaces been added to or removed from the property?

☐ Yes*

☐ No

Is the contact information for the owner in charge, where applicable, still accurate?

☐ Yes

☐ No

* An updated site plan is required

** An updated floor plan, updated site plan, and new CRCA rental permit application are required

Annual STR Usage Record

- ☐ A record that includes a list of all dates the dwelling unit was used and occupied as a short-term rental in the previous year is attached. If applying before the end of the year, include all completed and scheduled bookings to date. Your final completed rental log for the calendar year must be submitted no later than December 15 to allow for processing of this application prior to the next license cycle. Rental logs not submitted in a timely manner may delay issuance of your license renewal.

By signing this application, I certify that I am the deed owner or authorized agent of the deed owner of the subject property. I acknowledge that all information provided is true and accurate. Further, I acknowledge that I am responsible for maintaining compliance with the requirements of Chapter 3.3, Licenses and Permits, and Chapter 12, Zoning, of the Harris Township Code of Ordinances, as well as the 2017 Centre Region Building Safety & Property Maintenance Code, as amended. I understand that failure to comply with such requirements may result in the revocation of the short-term rental license.

Property Owner Signature _____ Date _____

Property Owner Signature _____ Date _____

Person in Charge Signature _____ Date _____
(if applicable)

Township Use Only		
Date Received		
Date Deemed Complete by STR Officer		
Date Review Comments Provided to Applicant		
License Approved	☐ Yes	☐ No
Date of Determination		