



Stillwater Estates Property Owners Association

Long-Term Renter Registration Form (30 Days or more)

SEPOA Phone:
(570) 839-7920

382 Stillwater Drive
Pocono Summit, PA 18346

SEPOA Fax:
(570) 839-1868

SEPOA Email:
stillwaterestates@ptd.net

PLEASE PRINT ALL THE REQUIRED INFORMATION BELOW:

Lease start date: _____	Lease end date: _____
SEPOA Rental Unit Lot No: _____	SEPOA Street Address: _____
Property Owner(s) Name: _____	
Property Owner's Email: _____	Property Owner's Phone: _____
Designated Agent's Name: (if applicable) _____	
Designated Agent's Email: _____	Designated Agent's Phone: _____
Name of Renter(s): _____	
Renter's Email: _____	Renter's Contact Phone: _____
Renter's Mailing Address: _____ (Street or PO Box, City, State & Zip code)	

Vehicle Information (vehicle passes required for each vehicle)						Office Use Only (Pass Number)
Name of Vehicle Operator	License Plate	State	Vehicle Make	Vehicle Model	Year	

Please list the names of all occupants staying the full length of rental (ages 12 and up only)		
1) _____	4) _____	6) _____
2) _____	5) _____	7) _____
3) _____	6) _____	8) _____

Reminders

1. A completed registration form and payment must be fulfilled **at least seven (7) days prior to the start of the lease.**
2. Payments by phone are accepted when using a Visa, MasterCard, Discover, or American Express credit/debit card only after a fully completed registration form is submitted and received by the SEPOA Administration Office.
3. Payments by check (made payable to SEPOA) can be mailed to the address provided on page 1 with the completed registration form.
4. Property Owner(s) are billed a \$25 Express Processing Fee, if the completed registration form **and** payment of the registration fee is not received two (2) days prior to the start of lease.
5. Long term rental fees are charged annually and will be due and payable at the time of renewed lease.
6. At time of registration, a copy of the lease must be furnished with the registration form in order to complete the registration process.
7. **Failure to register a renter will result in a \$200 fine.**

Authorization

It is the Sole Responsibility of the Property Owner or their Designated Agent to inform Renter(s) of the Association's Bylaws, Rules & Regulations and Policies. The Property Owner or their Designated Agent is responsible to inform the Renter(s) of applicable fees, etc., associated with the rental. Property Owners must be Members in good standing in order to rent their property.

SEPOA has the right to refuse entry to any renter not properly registered by the Property Owner/Designated Agent

*I, as the Property Owner/Designated Agent, hereby acknowledge I have read and understand the above statements and assume responsibility for my Renter's compliance with **all** Association's Bylaws, Rules & Regulations and Policies.*

Property Owner/Designated Agent Signature

Date

The Property Owner/Designated Agent has disclosed the SEPOA Rental Policy to me and I agree to comply with all the Community Rules and Regulations.

Renter Signature

Date

Total Amount Due for Registration: \$75.00

Office Use Only

Paid: \$75.00

Date:

Check#: