



## Arrowhead Lake Community Association Short-Term Rental (STR) Guidance for Renting Homeowners

### ALCA STR Permit

In addition to your respective Township STR permit, all renting homeowners must acquire an STR permit from Arrowhead Lake Community Association. Permits are not refundable or transferable to any new owner of the property. A separate permit is required for each rental property.

*A copy of a valid STR permit from either Tobyhanna or Coolbaugh Township is required to be uploaded within the ALCA STR Permit form. Payment is required at the time of submission.*

### STR Registration Form

Homeowners or their designated agent/property manager are responsible for completing the STR Registration Form, this includes payment. Homeowners are responsible for providing the correct information and registration of their renters/guests.

If an agent/property manager is being utilized, it is the homeowner's responsibility to inform them of all applicable rules, regulations, policies and the full rental registration process. Information about ALCA's rental procedure and information is available 24/7 on our website: [Renting Homeowners - Arrowhead Lake Community Association \(arrowheadlakepa.net\)](http://arrowheadlakepa.net)

**Registration Timing** - Every rental must be registered with ALCA by the owner/agent not less than one (1) day prior to arrival.

Rental Registration Form must be accessed through the ALCA Renting Homeowner Page on the ALCA website: [www.arrowheadlakepa.net](http://www.arrowheadlakepa.net) > [Rentals](#) > [Renting Homeowners](#)

**Information Collected through Registration** - The updated ALCA rental registration form will now be all-inclusive. This means that the only form to be completed is to be done by the owner, designated agent or property manager. **Renters will no longer receive any communication from ALCA regarding payment of fees. The owner/agent is responsible for registering and paying all fees at the time of the registration.**

**The information collected on the updated registration form will now include all the following:**

**Property Information** - ALCA address and Lot-Block-Section

**Contact Information** - Owner/Agent name, phone, and email

#### **Rental Information:**

- Primary Renter Contact Name
- Arrival Date & Departure Date
  - The form will not allow any registrations less than one (1) days prior to arrival
- Total number of occupants (all ages)
- Number of occupants age 6 and over
- Number of Vehicles

**Vehicle Information:** (for *each* vehicle)

- Driver Name
- Type of Vehicle - Private Vehicle or Rental Car
- Vehicle Year, Make, Model, License Plate # & State

**Guest Information:** (for *each* guest)

- Guests are defined as NOT staying the full duration of the rental
- Fees apply to guests of a renter
- Guest Arrival Date & Departure Date
- Guest Vehicle Information: Driver Name, Year, Make, Model, License Plate & State
- # of Guests age 6 & over
- Guests of a renter are considered temporary members and temporary membership and vehicle gate card fees apply.

**Payment** - All fees must be paid for at the time of registration. Fees apply to all renters *and* guests. This includes:

- Temporary Membership Fees(s) for occupants age 6 & over
- Vehicle Gate/Access Card Fee(s) for all vehicles
- Transaction Fee

**Changes to Rental Details** - Any changes to *any* aspect of the rental registration must be made not less than one (1) day prior to the arrival date. **An "Add-On/Change" link will be included in the email confirmation you receive from the initial rental registration. This link will allow you to:**

- Increase the number of occupants (age 6 and up) *staying the full duration* of the rental
- Add a vehicle – staying the full duration
- Add a guest/guest vehicle – these are not staying full duration
- Swap vehicle information (No Charge)
- **NEW** – For guest(s) of renters (not staying full duration) and arriving to ALCA without a vehicle, use the **"Add Guest – No Vehicle"** add-on option. This should only be used for people arriving in rideshare services like Uber where they will not have a vehicle in the community AND not staying the entire length of the rental.

This form will then calculate the amount due with the add-ons chosen. Fees will apply to added vehicles, occupants, and guests.

**Changes *still* cannot be made less than one (1) day prior to arrival.**

**If a renter will have guests during their stay, all guests must be registered.** Guests of a renter are considered temporary members and temporary membership and vehicle gate card fees apply.

If you need to **decrease** the number of occupants, vehicles, or guest vehicles, please contact [Rental Services](#). These changes need to be made not less than one (1) day prior to arrival for a refund to be issued.

Please make every effort to have accurate and complete information at the time of registration. Doing so means less time on your end submitting "Add-On" forms and multiple payments per rental registrations.

## Trash & Recycling Center

The [STR Policy](#) requires all rental properties have a "clearly visible and legible notice posted within the rental unit" containing the "location of the Trash Center and an explanation of what may be disposed of at the Trash Center." See Rental Standards of the [STR Policy](#) for a complete list of other requirements.

## STR Rental Refund Policy

(effective 5/15/21)

Temporary Membership fees and Vehicle Gate Card fees are only refundable if the owner/agent of cancels the rental registration with ALCA not less than three (3) days prior to arrival. The Administration/Transaction Fee is non-refundable regardless of a cancelled rental registration. Once approved, refunds will be returned to the credit card used for original payment.

## Rental Reminders & Important Information

- Renting homeowners must be a Member in Good Standing with ALCA (and ASC, if applicable), in order to rent their home.
- If not the owner listed on the property deed, please keep ALCA informed of anyone considered a "Person in Charge".
- Encourage your renters to follow [Arrowhead Lake Community Association](#) on Facebook so they can be aware of events and programs happening.
- The owner/agent is responsible for any violations of the Rules & Regulations caused by their renters and guests of renters.

**Please refer to the full STR Policy, ALCA Rules & Regulations and Governing Documents for complete details. All the above documents are available on our website by logging in to the MyALCA section or at Member Services.**

Rental-related documents including the STR Policy are available on our website 24/7:  
[www.arrowheadlakepa.net](http://www.arrowheadlakepa.net) > Rentals > Renting Homeowners

If owner's will be seeking reimbursement for any fees from renters, we highly recommend that these fees be included in your advertising/marketing of your property, in addition to an accurate representation of available community amenities.

ALCA Rental Fees		
ALCA STR Permit	Annual	\$100
Temporary Membership (In Season)	Per Person Age 6 & Up	\$8.50 per night
Temporary Membership (Off Season)	Per Person Age 6 & Up	\$2.00 per night
Day Guest: Temporary Membership (In Season)	Per Person Age 6 & Up	\$8.50 per night
Day Guest: Temporary Membership (Off Season)	Per Person Age 6 & Up	\$2.00 per night
Vehicle Gate/Access Card	Per Vehicle	\$20 each
Administration Fee	Each Rental Registration	\$20 each