

MUST RETURN FORM BY SEPTEMBER 30, 2022 TO AVOID SUMMONS OR PENALTIES

Registration for
Licensing Rental Property
(Office Use Only)

Application Date: _____

Date of Inspection: _____

Unit Count: _____

Time of Inspection: _____

Payment Amount: NO FEES DUE - 7/2022-6/2023

Date of Re-Inspection: _____

Cash or Check: _____

Time of Re-Inspection: _____

Pursuant to recent changes to Chapter 66(Rental Property) of the Borough of Washington code effective March 19th, 2019, the owner of every rental property locate within the Borough of Washington shall file a registration statement for each property and remit all fees applicable thereto on or before September 30, 2023. the Housing Officer shall issue a Certificate of Housing for each property once application is received. The Certificate(s) shall be retained by the owner and presented as a prerequisite to registration of the property in 2023. **All properties must be current on all property taxes and sewer utility payments at time of registration.**

NO PROPERTY SHALL BE PERMITTED TO BE REGISTERED WITHOUT A VALID CERTIFICATE OF HOUSING BEGINNING JULY 31, 2023 AND ANNUALLY THEREAFTER!

Please fill out both sides of the application. Only one form is required for each property.

Property Address: _____ Block: _____ Lot: _____

Business Name: _____

Owner Full Name: _____

Owner Address: _____

Phone: _____ Cell: _____

Email: _____

Managing Agent(if applicable): _____

Agent Address: _____

Phone: _____ Cell: _____

Email: _____

Provide the names of the tenants who are on the lease agreement and authorized to reside at the home or apartment, including children over 2 years of age. Please list tenants by their apartment number:

Please Identify type & quantity of all animals in each unit:

Kindly check or provide an answer to the following questions:

Number apartment/units: _____ Number of years you have rented this property: _____

1. Type of property: Single Family: _____ Two Family Duplex (side by side): _____
 Two Family (up & Down): _____ Multi-family Dwelling: _____
 Commercial Building with Apartments: _____

2. Are you (the Landlord) responsible to provide heat or other utilities? Yes: _____ No: _____
Heat: _____ Hot Water: _____ Water: _____ Electric: _____

3. Fuel Oil Co. (if applicable): _____

4. Have you provided the floor plans to this home or property? Yes: _____ No: _____
If no: Please provide a detailed floor plan on a separate page. Items required to include:
Exterior/Interior door & windows, stairwell locations, room names & approximate dimensions.

5. Do you provide at least one (1) off-street parking space per unit? Yes: _____ No: _____
If yes, please provide evidence of parking spaces via a detailed survey showing the location and size of parking spaces.

Signature: _____

Date: _____