



# BOROUGH OF WASHINGTON

---

## **Borough of Washington 2025-2026 Rental Property Registration**

Pursuant to Chapter 66(Rental Property) of the Borough of Washington code effective March 19<sup>th</sup>, 2019, the owner of every rental property located within the Borough of Washington shall file a registration statement for each property on or before July 31, 2025. A Certificate of Housing for each property will be issued once application is received. The Certificate(s) shall be retained by the owner and presented as a prerequisite to registration of the property in 2025.

**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, 2025 AND ANNUALLY THEREAFTER!**

---

Property Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Owner Full Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_  
(mailing address)

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Managing Agent: \_\_\_\_\_

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 and **include all children** over 2 years of age. **Please separate the tenants** according to their apartment / unit:

---

---

---

---

---

Please identify **the type & quantity** of all animals in each unit:

---

---

---

---

Please **check** or provide an answer to the following questions:

Number of Apartments/Units: \_\_\_\_\_ Number of years you have rented this property: \_\_\_\_\_

1. Type of rental 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 doors & windows, stairwell locations, room names & approx. dimensions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<u><b>OFFICE USE ONLY</b></u>	
<hr/> <b>Date Received</b>	\$ <hr/> <b>Fee Received</b>
<hr/> <b>Inspection Date</b>	<hr/> <b>Date Fee Received</b>
<hr/> <b>Certificate Issue Date</b>	<hr/> <b>Initial</b>