

Catawissa Borough
Application for Residential Rental Property License

Please submit application, along with a check made payable to "Catawissa Borough" for all applicable fees, to:

Catawissa Borough, 307 Main Street, Catawissa, PA 17820

Phone: (570) 356-2561 | **Fax:** (570) 356-2794 | **Email:** code-enforcement@catawissaboro.com | **Website:** https://catawissa.us

Type of License

- | | |
|--|---|
| <input type="checkbox"/> Initial License | <input type="checkbox"/> License Renewal |
| <input type="checkbox"/> Reinspection | <input type="checkbox"/> License Reinstatement |
| <input type="checkbox"/> Transfer of Ownership | <input type="checkbox"/> Update Tenants in Unit |

Property/Rental Unit Information

Please complete a separate application for each Rental Unit. See ordinance for definitions. Licenses must be renewed annually.

Rental Property Address: _____ **Unit:** _____

Property Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone: _____ Cell: _____ Fax: _____

Manager/Management Company/Responsible Agent Name: _____

Complete if required.

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone: _____ Cell: _____ Fax: _____

Municipal Taxes and Utilities

*Property owners must be up to date in all property taxes and utility bills to receive a license. **LICENSES WILL NOT** be issued if there are outstanding property taxes or balances on municipal utilities.*

___ Yes ___ No Real Estate/Property taxes are paid in full and up to date.

___ Yes ___ No Electric Account is up to date; no past due amounts or limiters on account.

___ Yes ___ No Sewer Account is up to date; no past due amounts on account.

___ Yes ___ No Water Account is up to date; no past due amounts on account.

Rental Unit Inspection

No initial license will be provided until the rental unit passes an inspection. After the initial inspection, units will be inspected a minimum of every three years. Additional inspections may be required upon a change in occupancy, sale of any unit, formal complaints, disruptive conduct reports or for any other reasonable cause.

Scheduling inspections in a timely manner is the sole responsibility of the owner, management company or responsible agent. Appoints for inspection may be made by calling the Code Enforcement Officer at 570-356-2561 or by email to code-enforcement@catawissaboro.com.

Licensing Fees

Type of License	Cost	Total
Initial Inspection (August 1, 2020 - July 31, 2021)	No Fee	_____
Renewal Fee; Up to Anniversary of Inspection	\$25.00	_____
Renewal Fee; Up to Three Months After Anniversary Date	\$50.00	_____
Renewal Fee; Over Three Months After Anniversary Date	\$100.00	_____
Reinspection Fee	\$100.00	_____
License Reinstatement Fee	\$100.00	_____
Transfer of Ownership	\$25.00	_____
TOTAL FEES ENCLOSED		_____

The applicant hereby certifies and agrees as follows: 1) I am the owner or duly authorized Responsible Agent of the owner to make this application; 2) I have read all of the information above and the same is correct; 3) The registration, if issued, may be declared void should said information be false; 4) I will comply with the International Property Maintenance Code (2012) and all other Codes and Ordinances of the Borough of Catawissa which are applicable hereto; 5) I agree to inspections by the Borough of Catawissa or their duly authorized representatives to determine if the property is in compliance with the applicable Codes and Ordinances of the Borough of Catawissa; 6) I will provide written notice to the Code Enforcement Office within **10 days** of any change in ownership or in the agents listed above; 7) I certify that the property listed above is not subject to any zoning or deed restrictions prohibiting the property from being rented.

Owner or Management Company Signature: _____ Date: _____

Responsible Agent Signature (If Required): _____ Date: _____