

Catawissa Borough
Application for Residential Rental Property Registration

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 Registration

- | | |
|---|--|
| <input type="checkbox"/> Initial Registration | <input type="checkbox"/> Annual Registration Renewal |
| <input type="checkbox"/> Relinquish Ownership (No Fees) | <input type="checkbox"/> New/Transfer Ownership |
| <input type="checkbox"/> Update Management Company or Responsible Agent (No Fees) | |

Owner Information

Rental Property Address: _____

Does the owner live in the building? Yes No

Property Owner Name: _____

Owner Physical Address: _____

City: _____ State: _____ Zip Code: _____

NOTE: PO Box is NOT acceptable for Physical Address and Registration will not be issued.

Owner Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone: _____ Cell: _____ Fax: _____

Property Manager, Management Company or Responsible Agent (If Applicable)

See Ordinance for definitions of Property Manager, Property Management Company and Responsible Agent.

Property Manager, Management Company and/or Responsible agent MUST be located within 10 miles of Catawissa Borough.

Manager/Management Company/Responsible Agent Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone: _____ Cell: _____ Fax: _____

Properties with Property Manager/Property Management Company MUST include a copy of the contract authorizing Manager/Company to manage units and a copy of the certification or license issued by the Commonwealth of Pennsylvania authorizing them to serve as a Property Manager.

If Owned by a Corporation or LLC

Please provide the name of the person responsible for accepting legal notices.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone: _____ Cell: _____ Fax: _____

Names of All Current Tenants by Address & Unit

(Use additional sheets if necessary)

| Name(s) | Address | Unit |
|----------|---------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |
| 6. _____ | _____ | _____ |
| 7. _____ | _____ | _____ |
| 8. _____ | _____ | _____ |

Rental Registration Fees

(Chose One Only)

| Type Unit | Fee | Enclosed |
|---|----------|----------|
| Single Rental Unit (8/1/20 to 7/31/21) <i>Thereafter up to 4/1, \$25.00; 4/2 – 7/31, \$50.00; After 7/31, \$100.00</i> | \$25.00 | _____ |
| Double/Multiple Rental Units (Two to Five Units) (8/1/20 to 7/31/21) <i>Thereafter up to 4/1, \$30.00; 4/2 – 7/31, \$60.00; After 7/31, \$120.00</i> | \$30.00 | _____ |
| Apartment Complexes (Six or More Units) (8/1/20 to 7/31/21) <i>Thereafter up to 4/1, \$100.00; 4/2 – 7/31, \$200.00; After 7/31, \$400.00</i> | \$100.00 | _____ |
| Transfer Ownership | \$25.00 | _____ |
| TOTAL ENCLOSED | | _____ |
| Total Number of Residential Rental Units in the Entire Building | | _____ |
| Total Number of Occupied Residential Rental Units | | _____ |

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: _____