

BOROUGH OF CATASAUQUA
RESIDENTIAL RENTAL LICENSING PROGRAM
90 Bridge Street, Catasauqua, PA 18032
PHONE: 610-264-0571 FAX: 610-264-8228

To All Landlords:

Here is your RRLP 2018 Renewal Packet. Please complete the enclosed forms in their entirety, making sure that all information requested on all forms is complete and legible so our office does not have to bother you for more information or explanations. We want to call your attention specifically to the following.

1. Apartment numbers are very important; every person, regardless of age, must be listed on the tenant list including their ages.
2. Age is important to keep needless tax forms from being sent to children and for confirming information requested by our school district when necessary.
3. Forms for regulated and unregulated units must be completed and sent in. Failure to fill out all applicable forms and/or failure to submit the appropriate fee for regulated units with the forms will deem the application incomplete and will not be accepted.
4. Please be aware that if the owner or agent resides more than five miles from the Borough, a local property manager must be designated. The designated property manager must reside at the property or within five miles of the Borough. The Property Manager Acknowledgment Form is on the back of the Residential Rental Licensing Program Application Form.

An inspection is required each time there is a tenant change. Please submit a request for inspection no later than seven (7) days prior to when you would like the inspection, NOT before the tenant is due to move in. This request goes to the Borough's Code Enforcement Officers so they can schedule an inspection. They make their own inspection appointments and make every effort to accommodate all landlords. The cost for all inspections is \$25.00 per unit. Apartment Licensing Inspection Request Forms can be found on the Borough's website, www.catasauqua.org or picked up at the Borough office.

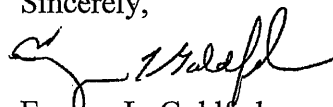
Tenant changes are required to be reported to the Borough of Catasauqua no later than seven (7) days of all changes. Apartment Licensing Tenant Change Forms can be found on the website or in the office.

Moving permits are required to move in, out and within the Borough of Catasauqua. Children will not be allowed to enter the school district without evidence that they live in the district. The moving permit fee is \$5.00. Please remind your tenant to obtain the permit.

Please note that a summary of Ordinance 1230, codified as Chapter 207 of the Catasauqua Code pertaining to Residential Rental Licensing is on the back of this letter for your reference.

Thank you for your cooperation.

Sincerely,



Eugene L. Goldfeder
Borough Manager

RESIDENTIAL RENTAL LICENSING PROGRAM GENERAL INFORMATION

This is a **SUMMARY** of the relevant responsibilities established by Ordinance 1230, codified as Chapter 207 of the Catasauqua Code. *A copy of the entire Ordinance and any amendments is available at Borough Hall 90 Bridge St. Catasauqua, PA. It is also available on the Borough Website at www.catasauqua.org.* In the event of any variance between this summary and the Ordinance, the Ordinance will govern.

1. Every owner shall obtain a rental license for each regulated rental unit owned in accordance with this chapter. If a rental license is not secured by the owner within the time established by this chapter, or if the rental license is suspended or revoked, then, except as otherwise provided herein, the regulated rental unit shall not be rented for residential use.
2. Every owner of a regulated rental unit shall keep and maintain in a good and safe condition each such unit and the premises on which it is located in compliance with all applicable Borough codes and ordinances.
3. Every owner shall be responsible for regulating the proper and lawful use and maintenance of every premises so owned and shall be responsible to act and to maintain the premises in order to minimize disruptive conduct by the inclusion of appropriate contractual terms in a written rental agreement and through the prompt and timely enforcement of such terms. Where no such written rental agreement exists in writing or otherwise, the owner shall obtain a fully executed addendum or acknowledgment in accordance with this chapter.

• Licenses and Inspections (207-6)

1. The rental license shall be acquired by the owner within 60 days after application; except that for a boardinghouse, a single rental license shall be issued for the premises covering all dwelling units contained therein. All forms and applications shall be provided by the Borough and may be obtained at the Borough office.
2. A rental license application shall be provided by the Borough and shall require at a minimum that the owner provide a current list in writing of all occupants regardless of age occupying each regulated rental unit and including the name and address of each such occupant. The owner shall provide such list and any update information in accordance with the provisions of this chapter.
3. The owner shall provide information on the property manager on the forms provided.

• Nonrenewal, Suspension or Revocation of Licenses. (207-7)

1. The Code Enforcement Officer may initiate enforcement actions against an owner, manager or occupant for violation of any provision of this chapter that imposes a duty upon such persons.
2. The Code Enforcement Officer shall deny an application for renewal of a rental license if there are outstanding violations of this chapter or other Borough ordinances or codes relating to the premises. If such violations do not pose a threat to the safety of occupants or other members of the public, the Code Enforcement Officer may permit the current occupant(s) to continue to reside in the premises for a reasonable period of time as set forth in the notice of nonrenewal. Any such violations must be corrected within the time limit set forth in such notice.
3. Revocation. The Code Enforcement Officer shall revoke a rental license for the premises or a regulated rental unit if he determines that violations of this chapter or other Borough ordinances or codes relating to the premises present an immediate threat to the safety of occupants or other members of the public, at which time the owner shall take immediate steps to remove the occupants and to locate alternative housing for the occupants. The revocation shall remain in effect until all such violations are corrected and the premises or unit have been reinspected and approved.
4. Suspension. The Code Enforcement Officer may suspend a rental license until violations of this chapter or other Borough ordinances or codes relating to the premises are corrected and require that such violations be corrected by a date certain. A failure to timely correct any or all such violations constitutes grounds for revocation or nonrenewal of the rental license.

• Defined Terms (207-3)

1. **REGULATED RENTAL UNIT** -- A dwelling unit, including a boardinghouse (or rooming house) unit which is occupied for residential purposes in consideration for the payment of rent as defined herein and is not an owner-occupied dwelling unit.
2. **OWNER-OCCUPIED DWELLING UNIT** -- A dwelling unit in which at least one owner resides as his/her primary dwelling.
3. **UNREGULATED RENTAL UNIT** -- A dwelling unit, including a boarding house unit which is occupied for residential purposes by a family member or relative of the owner of the unit but is not an owner occupied dwelling unit.

• Violations and Penalties (207-8)

1. Any violation of this chapter shall subject the owner, manager, and/or occupant to the penalties set forth herein. The owner and manager are hereby declared to be jointly and severally liable for violations of this chapter. Each day that a violation continues to exist after the time limit established for correction of the violation by the Code Enforcement Officer without a written time extension or without the same having been appealed, a separate offense shall be deemed to have occurred. The penalty provisions and the rental license nonrenewal, suspension and revocation procedures provided in this chapter shall not be the exclusive remedies of the Borough in the event of a violation of this chapter, and the Borough retains all remedies otherwise provided by law to enforce the requirements of this chapter.

**BOROUGH OF CATASAUQUA
RESIDENTIAL RENTAL LICENSING PROGRAM
APPLICATION FOR CALENDAR YEAR 2018**

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR A LICENSE TO OPERATE A FACILITY CONTAINING RESIDENTIAL RENTAL UNITS AND/OR ROOMING UNITS IN THE BOROUGH OF CATASAUQUA, PENNSYLVANIA, PURSUANT TO ORDINANCE #1230. (APPLY BY DECEMBER 31, 2017, BUT NOT PRIOR TO NOVEMBER 15, 2017)

FEE SCHEDULE

1. **FIRST TIME LICENSES AND/OR RENEWALS** SUBMITTED BY DECEMBER 31, 2017: \$50.00 PER REGULATED UNIT. THERE IS NO FEE FOR UNREGULATED OR OWNER-OCCUPIED UNITS.
2. SUBMITTED **NOT MORE** THAN THIRTY (30) DAYS AFTER THE EXPIRATION OF THE EXISTING LICENSE (BETWEEN JANUARY 1 – JANUARY 31, 2018): \$10.00/PROPERTY **PLUS** THE PER REGULATED UNIT FEE.
3. SUBMITTED **MORE** THAN THIRTY (30) DAYS AFTER THE EXPIRATION OF THE EXISTING LICENSE (AFTER FEBRUARY 1, 2018): \$25.00/PROPERTY **PLUS** THE PER REGULATED UNIT FEE.
4. APPLICATION RECEIVED WITHOUT PAYMENT IS CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED.

CONTACT INFORMATION

NAME OF OWNER(S) OR DESIGNATED AGENT: _____
(IF APPLICANT IS THE DESIGNATED AGENT OF THE OWNER, CHECK HERE) _____
ADDRESS OF OWNER/AGENT: _____
OWNER/AGENT TELEPHONE NUMBER: _____ CELL: _____
EMAIL: _____

NOTE: IF THE OWNER OR AGENT RESIDES MORE THAN FIVE MILES FROM THE BOROUGH, A LOCAL PROPERTY MANAGER (WHO MUST RESIDE AT THE PROPERTY OR WITHIN FIVE MILES OF THE BOROUGH) MUST BE DESIGNATED.

IF YOU HAVE A PROPERTY MANAGER PLEASE INDICATE:

NAME: _____
ADDRESS: _____
CONTACT PHONE NUMBERS: _____ CELL: _____
EMAIL: _____

RENTAL PROPERTY INFORMATION

PROPERTY ADDRESS:

TOTAL NUMBER OF UNITS IN THE BUILDING: _____
NUMBER OF OWNER OCCUPIED UNITS: _____
NUMBER OF REGULATED RENTAL UNITS (SEE DEFINITION): _____
NUMBER OF UNREGULATED RENTAL UNITS (SEE DEFINITION): _____
NUMBER OF ROOMING UNITS (SEE DEFINITION): _____

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION, INCLUDING THE TENANT LIST, IS TRUE AND CORRECT.

NAME _____ DATE _____

SIGNATURE _____

THIS SPACE FOR OFFICE USE

DATE RECEIVED: _____ LICENSE NUMBER: _____
DATE LICENSE ISSUED: _____ FEE AMOUNT: _____

(SEE BACK)

PROPERTY MANAGER
ACKNOWLEDGMENT FORM

I, _____ residing at _____,
(Name) (Street address, city, state)
phone number _____, acknowledge that I have been designated as the
local property manager/representative for the property at _____,
(Rental property address)

Catasauqua, PA 18032.

I understand the duties and obligations this designation entails and have received all necessary keys, codes, passwords from the property owner to carry out the required duties.

Signature: _____ Date: _____
(Signature of Manager)

TENANT LIST

LIST ALL OCCUPANTS OF EACH UNIT NOT JUST LEASEHOLDER. PLEASE ALSO LIST OCCUPANTS OF UNREGULATED UNITS WITHIN A BUILDING CONTAINING REGULATED AND UNREGULATED UNITS.

LIST MUST BE TYPED OR COMPUTER PRINTED. HANDWRITTEN APPLICATIONS WILL BE ACCEPTED ONLY IF CLEAR AND LEGIBLE. ILLEGIBLE APPLICATIONS WILL BE RETURNED AND CONSIDERED NOT FILED.

LIST APARTMENT NUMBER FOR EACH TENANT AS APPLICABLE.

ALL OCCUPANTS MUST BE LISTED REGARDLESS OF AGE

Property address:

APARTMENT NUMBER	FIRST/MIDDLE/LAST NAME	LAST FOUR OF SOCIAL SECURITY #	CHECK BOX IF UNDER 21 YRS OLD

IF THERE ARE MORE OCCUPANTS, PLEASE INCLUDE AN ADDITIONAL SHEET.