

**BOROUGH OF CATASAUQUA**  
**2021 RESIDENTIAL RENTAL LICENSE APPLICATION**

90 BRIDGE STREET, CATASAUQUA, PA 18032

PHONE: 610-264-0571 [www.Catasauqua.org](http://www.Catasauqua.org) FAX: 610-264-8228

Attached is your Residential Rental License Application for 2021. **Please complete the forms in their entirety (both sides), in a NEAT AND LEGIBLE manner to avoid errors and/or delays in processing your application. Please note that the form has been revised; please read carefully before completing.**

Please note the following:

1. Every person (tenant) regardless of age **MUST** be listed on the tenant list, regardless of age.
2. Ages are required for the per capita tax records, and are often requested by the School District for their records.
3. All Units, Regulated and Unregulated (occupied by a family member/relative of the property owner), must be registered. Failure to fill out all forms and submit with the regulated unit fee of \$50 will deem the application incomplete and will not be accepted.
4. If an owner lives more than a five (5) mile radius from the property, a local property manager, living at the property, or within a five (5) mile radius of the property, must be named and contact information provided.
5. Addresses are assigned by the Borough in conjunction with Lehigh County 911; please do not create addresses for your rental units without first checking with the Borough. If you are unsure about current addresses please contact the Borough.

**INSPECTIONS:** Rental Property/Units **MUST** be inspected every time there is a tenant change. Please submit a Residential Rental Inspection request at least seven (7) days prior to the requested inspection date, which must be prior to the new tenant moving in. The Borough Code Enforcement Officer will contact you to schedule the inspection during Borough business hours, 8:00 am – 4 pm weekdays. **Inspection fee is \$25 per unit, \$50 per common area.**

**TENANT CHANGE:** The landlord/property manager must notify the Borough of any changes in tenants within five (5) days.

**MOVING PERMITS:** All persons moving in, out or within the Borough are required to file a Moving Permit with the Borough. The School District requires this proof of residency to enroll students, and it allows us to keep the Per Capita tax rolls up to date. Please notify your tenants that they **MUST** obtain this permit. **The fee for a Moving Permit is \$5.**

**NUISANCE ISSUES:** If an occupant of a regulated rental unit is involved in three (3) disruptive conduct incidents within a 12 month period (calculated back from the date of the most recent incident of disruptive conduct) or has violated any federal, state or local law on or relating to the premises, the Code Enforcement Officer shall issue a written notice to the owner or manager to order eviction of the occupant. If the disruptive conduct was caused by only one of multiple occupant, then at the discretion of the owner or manager, the eviction may be limited to that occupant. The owner shall begin eviction proceedings within 15 days after receiving such notice and shall continue such proceedings to completion, without interruption, unless the occupant voluntarily vacates the premises.

**All Forms and Permit applications are available on the Borough website: [www.catasauqua.org](http://www.catasauqua.org)**

For more information the Complete Ordinance (1230), Chapter 207 of the Borough Code of Ordinances is available at: <https://www.ecode360.com/12731315>

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Pursuant to Ordinance #1230, the undersigned hereby applies for a Residential Rental License for calendar year 2021. Application and fee are due no later than December 31, 2020. (Late fee will be applied after 12/31/20). Applications submitted without payment will be considered incomplete and will not be accepted.

**FEE SCHEDULE:** First time application and renewal: \$50 per regulated unit if paid by 12/31/20  
\$60 per regulated unit if paid by 1/31/21      \$75 per regulated unit if paid after 2/1/21

**OWNER INFORMATION:**

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Owner Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

**MANAGER/AGENT INFORMATION**

Property Manager/Agent (if Applicable): \_\_\_\_\_

Address of Manager/Agent: \_\_\_\_\_

Manager/Agent Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

**Manager/Agent Acknowledgment:** \_\_\_\_\_

I, the above signer, acknowledge that I have been designated as the Manager/Agent for the above property and have received all keys, codes, and passwords needed to carry out this duty.

**RENTAL PROPERTY INFORMATION:**

Property Address: \_\_\_\_\_

Total number of Units in Building: \_\_\_\_\_ Number of Owner Occupied Units: \_\_\_\_\_

Number of Regulated Rental Units: \_\_\_\_\_ Number of Unregulated Rental Units: \_\_\_\_\_

Number of Rooming Units: \_\_\_\_\_

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**I, the undersigned, hereby certify that the information contained in this application, including the tenant list, is true and correct.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed or Typed)

<b><u>THIS SPACE FOR OFFICE USE ONLY</u></b>		
Date Received: _____	Date Issued: _____	
License #: _____	Property ID # _____	Amount Paid: _____

