

BOROUGH OF CATASAUQUA
2023/2024 RESIDENTIAL RENTAL LICENSE APPLICATION

90 BRIDGE STREET, CATASAUQUA, PA 18032
PHONE: 610-264-0571 www.Catasauqua.org FAX: 610-264-8228

Attached is your Residential Rental License Application for 2023/2024. 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. **If you own multiple properties you must complete a separate form for each property.**

Please note the following:

1. Every person (tenant) regardless of age **MUST** be listed on the tenant list.
2. Ages are required for the per capita tax records, and are often requested by the School District for their records.
3. All Units must be registered. Failure to fill out all forms and submit with the regulated biennial unit fee of \$100 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: All Rental Properties/Units **MUST** be inspected every two (2) years.

TENENT CHANGE: The landlord/property manager must notify the Borough of any change 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. **Moving Permit fee is \$10.**

NUISANCE ISSUES: If an occupant of a registered 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 occupants, 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

For more information the Complete Ordinance 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 2023/2024. Application and fee are due by December 31, 2022. (Late fees will be applied after 12/31/22). Applications submitted without payment will be considered incomplete and will not be accepted.

FEE SCHEDULE: This includes one biennial license per unit and inspection: \$100 if paid by 12/31/22
Late fee of \$50 per unit will be added if received after 12/31/22
No Show inspection fee of \$75 if not given 72 hour notice prior to inspection day
\$75 re-inspection fee per unit if unit fails on the initial inspection

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: _____ Owner Occupied Unit (yes/no) _____

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)

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

BOROUGH OF CATASAUQUA

TENANT/OCCUPANT LIST

Property address: _____

List all occupants of each unit not just leaseholder.

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.

All occupants must be listed regardless of age.

Apartment #	Name: Last, First, Middle	Check box if under age 21

If you need additional space please attach another sheet.