

**BOROUGH OF CATASAUQUA**  
**2025 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 2025. Please read *and note the changes for 2025*. 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. Each adult occupant (tenant) **MUST** be listed on the tenant list; *list the number of minor children only (no names/ages)*.
2. All Units must be registered, even those occupied by family members, *must be registered annually and inspected every two (2) years*. Failure to fill out all forms and submit with the regulated annual unit fee of \$75.00 will deem the application incomplete and will not be accepted.
3. 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.
4. 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; even number properties in even years, and odd number properties in odd years.

**TENANT CHANGE:** *The landlord/property manager must notify the Borough of any change in tenants within ten (10) days. Failure to do so will result in a \$100 fine for the first offense, and increase thereafter.*

**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](http://www.catasauqua.org)**

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As required by Borough Ordinance Chapter 207, the undersigned hereby applies for a Residential Rental License for calendar year 2025. Application and fee are due by December 31, 2024. (Late fees will be applied after 12/31/24). Applications submitted without payment will be considered incomplete and will not be accepted. ALL rental units, even those occupied by family members, must be registered annually and inspected every two (2) years.

**FEE SCHEDULE:** This includes one annual license per unit and inspection: \$75 if paid by 12/31/24  
Late fee of \$50 per unit will be added if received January 1, 2025 or later.  
No Show inspection fee of \$75 if Borough is not notified at least 72 hours prior to inspection day/time.  
\$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) \_\_\_\_\_  
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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 BOROUGH OFFICE USE ONLY</u></b>		
Date Received: _____	Date Issued: _____	
License #: _____	Property ID # _____	Amount Paid: _____

**BOROUGH OF CATASAUQUA**

**TENANT/OCCUPANT LIST**

**Property address:** \_\_\_\_\_

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/unit number for each tenant.

List names of all adult tenants/occupants and the number of minor children that will be living at this property.

<b>Apartment/Unit #</b>	<b>Name: Last, First, Middle Initial</b>

If you need additional space please attach another sheet.