



CITY OF EASTON

Bureau of Codes and Inspections
Office of Residential Rental Properties Licensing and Inspection
Third Floor, One South Third Street, Easton, PA 18042
Phone 610-250-2060 Fax 610-250-6607

Date Registration Received by City: _____

RESIDENTIAL RENTAL UNIT REGISTRATION FORM

Property Address _____

Apartment # _____ Single-Family Residence-Y/N _____

A Separate Registration Form Is Required For Each Apartment/ Unit

TAX MAP PARCEL NUMBER (If Known) _____

Property Owner Information

Name _____

Business Name _____ Business ID # _____

(As listed on your Business License, if different from above name) In addition to this Registration, you are required to obtain a Business License, if you have not already done so.

Address _____ City _____ State/Zip _____
(NO Post Office Box Please)

Phone # _____ Cell # _____

E-MAIL _____

Mailing Address _____
(If different from above address)

Property Manager Information

(Required if the Owner does NOT reside within a thirty (30) mile radius of the City of Easton)

Name _____

Address _____ City _____ State/Zip _____

Phone # _____ Cell # _____

E-MAIL _____

Tenant Information

List the names of ALL occupants that are eighteen (18) years old and over.

No more than three (3) unrelated persons may occupy a Rental Unit.

Write **VACANT** in the Name space below if the Rental Unit is currently unoccupied.

Use additional paper if necessary.

Name _____ Phone # _____

Name _____ Phone # _____

Name _____ Phone # _____

Name _____ Phone # _____

TOTAL number of occupants in the Rental Unit (including children) _____

Additional Information _____

*By signing below I verify that subject to the penalties of 18 Pa.C.S. Section 4904, relating to unsworn falsification to authorities, that the above information is accurate; and that I have read the **Summary of Article III, Chapter 456 of the CODE** on the reverse side.*

SIGNATURE OF APPLICANT _____ **Date** _____ Revised 4/14/2010

For Office Use Only: R/L # _____ BUSINESS ID # _____ CITY AREA _____

PROCESSED _____ AMOUNT \$ _____ CHECK # _____

SUMMARY OF CHAPTER 456, ARTICLE III of the CODE of the CITY OF EASTON

Licensing and Inspection of Residential Rental Property

This is a summary of the relevant responsibilities established by Chapter 456, Article III of the CODE. A copy of the entire Chapter & Article is available in the Code Office at City Hall, One South Third St, 3rd Floor, Easton, Pa.

It is also available on the City Website at www.easton-pa.gov.

The CODE will govern in the event of any variance between this summary and the CODE.

On the reverse side is the **REGISTRATION FORM** to be used to register a residential rental unit. A SEPARATE form must be submitted to our office for EACH residential rental unit/apartment. The fee is NOT reduced pro rata by the portion of the registration year elapsed in the year first procured. Article III of the CODE requires that EACH residential rental unit/apartment be registered on a yearly basis at a fee of **\$45.00** for each unit. The registration "year" runs from August 15th of the current year to August 14th of the following year. **REGISTRATIONS MUST BE RECEIVED NO LATER THAN AUGUST 15TH OF EACH YEAR.** Registrations received after this date will be subject to additional penalty fees as follows: **\$75.00 per unit through September 15th and \$105.00 per unit after the 15th of September.** If you are a new owner of residential rental property, please register your property within thirty (30) days of the closing at \$45.00 per rental unit, regardless of the aforementioned dates. Please call our office with any questions or concerns at 610-250-2060. Residential rental units that are vacant, but available for rent, MUST be registered. The City must be notified of any changes in ownership and/or manager within five (5) days and any tenant changes within thirty (30) days. **NOTE:** Registration fees for a **ROOMING HOUSE** are based on the number of rooms at the property, as follows: 1-10 rooms=\$45.00, 11-20 rooms=\$80.00, and 21 or more rooms=\$120.00, if paid BY AUGUST 15TH of the current year. After August 15th, please call our office for penalty fees.

The **PURPOSE OF THIS ARTICLE** is to protect and promote public health, safety and welfare by establishing accountability relative to the proper maintenance of residential rental housing units through a systematic inspection process. Article III of the CODE requires that all residential rental units be maintained in compliance with BOCA National Existing Structures Code Code/1987, as amended and may be amended by the City of Easton. Inspection criteria relative to each residential rental unit, as well as all of the common areas and outside premises of the property, have been established in accordance with the requirements of the BOCA Code.

A sample copy of the **CHECKLIST** of items to be verified by the Code Officer at the initial inspection of the property is available upon request in our office. This is not to suggest that this is a complete list of every item to be evaluated at the time of the inspection; it is meant to reference commonly inspected items only. Please note that Article III of the CODE states that *"A license or inspection by itself shall not warrant that a Rental Unit is lawful, safe, habitable or in compliance with all City Codes"*.

INSPECTIONS will be conducted by a Code Officer or duly authorized agent of the City of Easton. Inspection appointments will be made by this office with the Owner/Manager, who must accompany the Code Officer on the inspection. The initial inspection and the re-check inspection (done after all necessary corrections, as identified by the Code Officer, have been completed) are included in the Registration/License fee. If, at the re-check inspection, all corrections have NOT been completed, there will be additional charges applied to any re-inspection. Refer to Article III of the CODE for detailed information regarding the Inspection/Licensing procedures and the penalties therein for failure to comply with the CODE.

Article III of the CODE requires that each residential rental unit be subject to an inspection every four (4) years starting with the West Ward in the first year of the Rental Program, followed by South Side in the second year, Downtown area in the third year and College Hill area in the fourth year. The inspection sequence will then be repeated during the following four (4) years. Be advised that a BUYER NOTIFICATION INSPECTION will also be required if this property is going to be sold. Contact the Code Office (610-250-6724) to make appointment.

Refer to **Chapter 456, Subsection 16 & 17 of Article III** of the CODE for detailed information regarding **Owner's Duties** and **Occupant's Duties** as well as information relative to **Disruptive Conduct**, as it relates to **Article III** of the CODE of the City of Easton.

The **RIGHT TO APPEAL** a decision, notice or order relative to Article III of the CODE is provided by the establishment of a City of Easton **Property Maintenance Board of Appeals**. Please refer to **Chapter 456, Subsection 19 (G)** of Article III of the CODE for detailed information.