



WEST HAZLETON BOROUGH
 100 SOUTH 4TH STREET
 WEST HAZLETON, PA 18202
 570-501-0591

PROPERTY REGISTRATION

In the Borough of West Hazleton, any person who owns a residential unit(s) is required to have the property registered with the Code Enforcement Office, Rental Unit(s) must be registered annually. All Sections of this form must be completed. If the Unit is occupied by you or your family, you are not required to pay the fee, but must bring a copy of your drivers license and your family members' drivers licenses to prove their occupancy.

RENTAL PROPERTY INFORMATION:

Property Address: _____

Dwelling Type: Single Family Multiple Family: # of Units: _____

****per West Hazleton Ordinance 4-2011 you must get your rental units inspected to comply with International Property Maintenance Code. Inspection to be performed every two (2) years, or upon sale of property.*

PROPERTY OWNER INFORMATION:

(a) _____
 (First Name, Middle Initial, Last Name)

(b) _____
 (First Name, Middle Initial, Last Name)

 (Current Physical Mailing Address- P O Box NOT acceptable)

 (Current Mailing Address)

Home Phone: _____
 Cell/Work Phone: _____

Home Phone: _____
 Cell/Work Phone: _____

PROPERTY/MANAGER (AGENT): **** per West Hazleton Ordinance 4-2011, each property owner who is not an owner-occupant, or who does not reside in the Borough of West Hazleton (hereafter "The Borough") or within a 30-mile radius of the Borough, shall appoint an agent who shall reside in the Borough, or within a 30 mile radius of the Borough*

(a) _____
 (First Name, Middle Initial, Last Name)

(b) _____
 (First Name, Middle Initial, Last Name)

 (Current Mailing Address)

 (Current Mailing Address)

Home Phone: _____
 Cell/Work Phone: _____

Home Phone: _____
 Cell/Work Phone: _____

TENANT INFORMATION: Total number of tenants _____

Names of all tenants:tenant phone numbers also required

Use another page if necessary

By signing the application, I am certifying that I am the property owner or the authorized agent to sign on behalf of the owner. I understand that falsifying information can result in having the rental license application denied or revoked and the property will not be licensed to rent. I am aware of and intend to comply with The Borough's Uniform Construction Code and all Ordinances of the Borough pertaining to property maintenance. I affirm under penalty of Unsworn Falsification to Authorities (18 PS section 4904) That the information in this application is true and correct to the best of my knowledge and that I must notify the Borough of West Hazleton within ten (10) days of any change. I also understand a penalty can be assessed in a non-traffic citation if the property is not licensed.

Owner/Agent Signature: _____ **Date:** _____

PLEASE RETURN THIS FORM WITH PAYMENT (make checks payable to : Borough of West Hazleton)