



EAST STROUDSBURG BOROUGH
 24 ANALOMINK ST EAST STROUDSBURG, PA 18301
 Ph: (570) 421-8300 Fax: (570) 424-5141

For Office Use:
Application #: _____
Date: _____
Fee: _____
Paid on: _____

REGISTRATION FOR RESIDENTIAL RENTAL LICENSE

*A FULLY COMPLETED APPLICATION ALONG WITH ALL OF THE REQUIRED DOCUMENTS AND FEES
 MUST BE SUBMITTED AT THE TIME OF THE APPLICATION.*

PROPERTY ADDRESS:

PROPERTY LOCATION (Unit/Apt):

DATE OF LAST INSPECTION:

PROPERTY PIN (MAP ID#) and/or TAX ID:

PROPERTY OWNER(S) INFORMATION:

Name:

Phone#:

Mailing Address:

Email:

Contact Name (if the listed owner is a company):

PROPERTY MANAGER INFORMATION: (Required if Property Owner does NOT reside within a twenty (20) mile radius of the Borough of East Stroudsburg and within the Commonwealth of Pennsylvania. If Property Owner manages the property, please complete the fields even if the information is the same as above)

Name:

Email:

Mailing Address:

Physical Address (not a PO BOX):

Daytime Phone#:

24 hr. Phone#:

Local Contact Name:

TENANT INFORMATION: (the Borough MUST be notified of any tenant changes within ten (10) days. Please list names, telephone numbers and e-mail addresses and employer (if applicable) of all Occupants over 18 years of age. No More than four (4) unrelated persons may occupy a Regulated Rental Unit. If the Rental Unit is vacant, please write VACANT in the Name space below)

Name:

Phone#:

Email:

Employer:

Name:

Phone#:

Email:

Employer:

Name:

Phone#:

Email:

Employer:

Name:

Phone#:

Email:

Employer:

PROPERTY INFORMATION

This unit is one of: _____ units (*regardless of rental status*)

Number of legal bedrooms:

Total number of tenants living at this unit (including children):

Number of Legal Bathrooms:



How many individual utility meters/accounts assigned to this property:
 Water: Electric: Garbage:

ADDITIONAL INFORMATION:

YES NO

- * Do you have an active Rental License for this unit?
- * Is the Rental License displayed within the Rental Unit?*(strongly recommended, but not required)*
- * Is an Emergency Evacuation Plan/Notice to Occupants posted within the rental unit? *(strongly recommended, but not required)*
- * Is the unit equipped with properly working interconnected smoke detectors? (in each sleeping room, each hallway adjacent to sleeping rooms, and each level)
- * Are there pets living at the unit?
 If so, please list the number of pets and breed (s)

DOCUMENTS AND FEES REQUIRED (to be submitted at the time of the application). Please initial:

- Registration for Residential Rental License** (this form) - must be completed in entirety
- Registration for Residential Rental License Fee**
- Up to date Addendum to Residential Rental Agreement** (form available on website)
- Affidavit of the Same Occupants** (form available on website); or
- Affidavit of Vacant Regulated Residential Unit** (form available on website) - only if the property's use remains a residential use, but the property is currently vacant. Must submit Addendum to Residential Rental Agreement as soon as tenant information becomes available.

PLEASE INITIAL (initials are required on all fields):

I/We hereby give consent for the property to be inspected by the Zoning/Code Enforcement Officer to verify compliance with to § 124 of the Code of the Borough of East Stroudsburg and 2006 International Property Maintenance Code (IPMC) and all other applicable current codes.

I/We will maintain valid contact information of the property owner(s) and of the tenants and will update East Stroudsburg Borough immediately should any changes occur.

I/We understand that violating § 124 of the Code of the Borough of East Stroudsburg and/or 2006 International Property Maintenance Code (IPMC) and/or any applicable current codes may result in revocation of the current Residential Rental License, and/or denial of this Registration for Residential Rental License.

I/We understand that according to § 124-3.G(1) of the Code of the Borough of East Stroudsburg, the owner is responsible for giving a written notice to the occupants disclosing the number of current Disruptive Conducts issued to the property and inform the occupants that an Order to Evict may be issued should a third (3rd) Disruptive Conduct occur during a 24-months period.

I/We understand that a Residential Rental License is required for each individual unit unless the property's use is approved to be a rooming house.



I/We understand that a Residential Rental License is valid for one annual calendar year, and each licensed regulated rental unit shall be subject to a minimum of one inspection every two years, based upon a schedule established by the CEO.

I/We understand that it is the responsibility of the owner(s)/manager to allow and schedule inspections by a CEO of the premises during Borough business hours, after a minimum of five calendar days' notice has been provided to the owner or manager. Owner/Property Manager must be present during the Residential Rental Inspection. Failing to allow entry/schedule an inspection requested by the CEO could result in fines, penalties and/or license suspension, revocation or denial as described by § 124 of the Code of the Borough of East Stroudsburg.

By signing below, I verify that the above information is true and correct, subject to the penalties of 17 Pa. C.S. Section 4904, relating to sworn falsifications to the authorities.

PRINT PROPERTY OWNER NAME:

SIGNATURE OF PROPERTY OWNER:

DATE:

PRINT PROPERTY MANAGER NAME:

SIGNATURE OF MANAGING AGENT:

DATE: