



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

REGISTRATION FOR RESIDENTIAL RENTAL LICENSE

Dear Property Owners/Property Managers,

Thank you again to the 97% who comply with the ESB Code of Ordinances. We appreciate your efforts.

ANNUAL RENEWAL ACTIONS:

For tenant safety, earned income tax reporting, and emergencies, the registration for a residential rental license must be complete, including all tenants and their contact information.

Note: A fillable registration is available online at <http://bit.ly/4wHauHn>. All documents are available on the Borough website at www.eaststroudsburgboro.org, by email, and at the Borough Hall.

The Borough will only accept completed registrations!

Submission by email is preferred. EMAIL ADDRESS: rental@eaststroudsburgboro.org

DOCUMENTS AND FEES REQUIRED FOR EVERY RENTAL UNIT:

- ☐ The Registration for Residential Rental License, completed in its entirety, for every unit.
 - ☐ Paid registration fees for the Residential Rental License for every unit (\$116.00 per unit).
 - ☐ Payment of all outstanding utility bills as of May 31st.
 - ☐ All violations, fines, and costs are corrected and paid.
 - ☐ **Signed Addendum to Lease by all tenants** (Addendum to Lease form on website).
 - ☐ Affidavit of Same Occupants (Affidavit form on website), if the same tenants remain in unit.
 - ☐ Designation of Property Manager, if the owner resides 20 miles from East Stroudsburg.
- **ALL RENTAL DOCUMENTS CAN BE FOUND ON THE BOROUGH'S WEBSITE UNDER FORMS AND APPLICATIONS PAGE.**
 - The rental registration fee is **\$116.00** per unit.
 - The completed registration and required payments must be submitted by **October 1st**.
 - The late fee is \$30.00 per month, assessed on October 2nd, and every month thereafter.
 - **No rental license will be issued** if the registration is incomplete, or unpaid fees, utilities or costs.
 - Rental licenses are required to rent residential units in the Borough of East Stroudsburg.
 - Rental units without rental licenses, will be forwarded to court for enforcement, fines, costs, and court-ordered confinement.

Questions?

Website: www.eaststroudsburgboro.org, click on the **Residential Rental Information** button

Email: rental@eaststroudsburgboro.org, (Submission by Email is preferred)

Main Phone: 570-421-8300; **Rental Phone:** 570-421-8300 Extension #117

Borough Hall: 24 Analomink, East Stroudsburg, PA 18301

Borough Manager – Kelly Lewis
Mayor- Victor Brozusky
Solicitor – John C. Prevostnik, Esq
Engineer – UTRS, C.E.E.
Engineer, Sewer – UTRS, C.E.E.

President of Council – Sonia C. Wolbert (1st Ward)
Council Vice President – Carrie Panepinto (4th Ward)
Council Member – Charles A. Garriss (3rd Ward)
Council Member – Paul Shemansky (2nd Ward)
Council Member – Jane Gagliardo (5th Ward)
Council Member – Lauren Peterson (6th Ward)

Finance Director – Layla Richard-Rau
DPW Director – Lee Philips
Zoning Officer – Michael P. Manter
Health Officer – Tom Detweiler
Building Code Official – Municipal Code Solutions

East Stroudsburg Borough

Rental License- Frequently Asked Questions (FAQ)

Q: Who Must Register?

A: All rental units within the borough are required to register and be licensed annually. To be eligible, you must pay the license fee due by October 1st, as well as all outstanding fees, utilities, fines, and costs owed to the borough. The Borough will only accept completed registrations. Every rental unit must be inspected every two years. Please note that payment of the rental fee alone does not register the rental unit or result in the issuance of the rental license. 97% of owners comply; the 3% that don't comply are subject to fines, court costs, and court-ordered confinement.

Q: Why do I have to fill out the registration for each unit?

A: Under the ordinance, each rental unit must be individually registered with the borough. This has been a long-standing requirement to provide accurate records for every unit. If rental registration and supporting documentation are not provided for each unit, a rental license will not be issued. 97% of owners comply; the 3% that don't comply are subject to fines, court costs, and court-ordered confinement.

Q: How can I pay the Rental License Fee?

A: The 2027 annual rental license fee is \$116.00 per rental unit

1. Payment can be made online at www.eaststroudsburgboro.org
 2. By check, payable to East Stroudsburg Borough
 - o 24 Analomink Street East Stroudsburg PA 18301
 3. Paid in-person at the Borough Hall
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Q: What happens if the Owner does not pay the fee by October 1st?

A: After October 1st, a late fee of \$30.00 each month will start to accrue. Rental units with Incomplete applications are also subject to additional fines. Properties operating without a valid rental license are subject to enforcement actions, including fines, costs, and court-ordered confinement.

Q: How can I submit the Rental Registration?

A: The **preferred method** is by EMAIL to rental@eaststroudsburgboro.org. You may also,

B. Mail to East Stroudsburg Borough Attn: Rental Department at 24 Analomink Street East Stroudsburg PA 18301.

C. Dropped off at Borough Hall, 24 Analomink Street in East Stroudsburg PA

Q: In addition to the Rental Registration, what else is needed?

A: Along with the completed registration form, you must submit one of the following documents

1. Addendum to Lease: An addendum to Lease is required with every tenant's signature on it, along with the owner's signature.
 2. Affidavit of Vacancy, if you currently do not have an occupant in the unit
 3. These forms can be found on the website under the Residential Rental License button www.eaststroudsburgboro.org
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Q: My rental unit is currently vacant. Do I still need to register my rental unit for a Rental License?

A: Yes, you must still complete and submit the Rental Unit Registration Form, as well as an Affidavit of Vacancy, to the Borough. We also recommend paying the rental license fee currently. Doing so will allow the rental license to be issued promptly once the unit becomes occupied again, helping to avoid any delays in the future.

Q: Why must the owner provide the employer's name for each adult Occupant?

A: The borough requires the tenant's employer information so that the Earned Income Tax ("EIT") is properly collected and distributed to the Borough of East Stroudsburg. Failure to report the tenant's employer impacts property taxes for all residents. Most owners already collect employer information from their own rental application forms. The East Stroudsburg rental license application requires employer information for every adult tenant.

Q: Why are you asking for every tenant's email address?

A: Email addresses for each adult tenant are required so the Borough can quickly communicate important information directly to residents, including emergency notifications, utility service disruptions, road closures, public safety alerts, and other urgent municipal notices.

Providing an email address for each adult tenant is required by the Borough's Rental Licensing Ordinance. A copy of the ordinance is available on the Borough's website at www.eaststroudsburgboro.org.

Q: Why do I need to provide a property manager if I do not live within 20 miles of the borough?

A: Owners that do not reside within 20 miles of the borough are required to designate a property manager who does reside within 20 miles of the borough. This requirement ensures that someone is available to respond promptly to emergencies, inspections, and other property issues.

Q: Why must pet information be provided on the Registration?

A: For rental inspections, pet information provides inspectors with advance notice for allergies or other safety concerns. For Emergencies, with the pet information, first responders are better positioned to rescue pets if they know pets are inside the unit.

Q: Why is the Rental Registration returned to me?

A: The Borough will only accept completed registrations. The Borough will return and communicate with owners to get all required information. Sending incomplete registrations will delay processing and prevent the issuance of the Rental license.

Q: When there are new tenants, do I need to update the Borough?

A: Yes, when there is a new tenant or tenants in a rental unit, you must update the Rental Registration Form with the new tenant and submit the Addendum to Lease to the Borough within 10 days of the change. For emergencies, the Borough needs to know if new tenants have been added, or tenants have departed.

Additionally, you must notify the Borough within 10 days of any changes to the owner's contact information, a change in property manager, or any changes to the property manager's contact information. Keeping this information current ensures compliance with the Borough's rental licensing requirements and allows for timely communication regarding the property.

Q: I never had to do anything like this in the past?

A: The rental registration ordinance is clear. A rental registration is an annual requirement for every unit, with all fees and charges paid in full. Rental units operating without a valid rental license are subject to enforcement actions, including fines, costs, and court-ordered confinement. In an emergency or fire, it's critically important for the Borough to know exactly how many tenants and occupants reside in each unit, and how to contact them.

For More Information:

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