



# CITY OF EASTON

Office of Residential Rental Properties Licensing and Inspection  
123 S 3<sup>rd</sup> Street, Easton, PA 18042  
Phone 610-250-6725 Fax 610-250-6607  
[sgriffin@easton-pa.gov](mailto:sgriffin@easton-pa.gov) [www.easton-pa.gov](http://www.easton-pa.gov)

Date Registration Received by City: _____
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## 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 # \_\_\_\_\_

**TOTAL number of occupants in the Rental Unit (including children)** \_\_\_\_\_

*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** \_\_\_\_\_

*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

## Residential Rental Properties Licensing and Inspection Of the Codified Ordinances of the City of Easton, Pa

This is a summary of the relevant responsibilities established by *Ordinance #4954*. ***A copy of the entire Ordinance and any amendments is available in the Code Office at City Hall, 123 S. Third St, 2<sup>nd</sup> Floor, Easton, Pa. It is also available on the City Website at [www.easton-pa.gov](http://www.easton-pa.gov).*** In the event of any variance between this summary and the Ordinance, the Ordinance will govern.

On the reverse side is a **RENEWAL INVOICE** for a Residential Rental Registration/License. The fee schedule is indicated on the reverse side. The fee is **NOT** reduced pro rata by the portion of the license year elapsed in the year first procured. The Ordinance requires that **EACH** residential rental unit/apartment be registered on a yearly basis. The registration/license “year” runs from August 15<sup>th</sup> to August 14<sup>th</sup> of the following year. **REGISTRATIONS MUST BE RECEIVED NO LATER THAN AUGUST 15<sup>TH</sup> OF EACH YEAR.** Registrations received after this date will be subject to additional penalty fees as listed on the front of this summary. Residential rental units that are vacant, but available for rent, **MUST** be registered. If you have sold your rental unit, please indicate that on the referral invoice and return the invoice to us. If you have purchased any additional residential rental property, please call our office to request new registration forms. The City must be notified of any changes in ownership/manager within five (5) days of any change.

**NOTE:** Registration fees for a **ROOMING HOUSE** are based on the number of rooms at the property, as follows: 1-10 rooms \$65.00, 11-20 rooms \$95.00 and 21 or more rooms \$125.00, if paid by AUGUST 15<sup>TH</sup> of the current year. For penalty fees on rooming house registrations received after August 15<sup>th</sup>, please call our office.

The **PURPOSE OF THIS ORDINANCE** is to protect and promote public health, safety and welfare by establishing accountability relative the proper maintenance of residential rental housing units through a systematic inspection process. The Ordinance requires that all residential rental units be maintained in compliance with the 2009 International Property Maintenance Code as adopted and 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 this Code.

Rental Inspection Guidelines of items to be verified by the Code Officer at the 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 the Ordinance 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 of the property. 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, before another re-check inspection is scheduled, there is a charge of \$100.00 per dwelling unit for the third inspection and a charge of \$135.00 per dwelling unit for each re-inspection after the third.** Refer to the Ordinance for further details. **Also, a charge of \$75.00 will be applied if the Owner/Manager does not show up for a scheduled inspection/re-check appointment or if the Owner/Manager is unable to gain entry to the rental unit.** Failure of the Owner/Manager to correct the violation(s) within the established time period may result in the City invoking the remedies available under this Ordinance or other applicable Codes, Ordinances or Statutes, including condemnation or declaration of the premises being unfit for habitation

The Ordinance requires that each residential rental unit be subject to an inspection at least once every four (4) years. The inspection sequence will then be repeated during the following four (4) years. These inspections are independent of the requirement of a *Buyer Notification Report*, which includes an inspection, at the time of a re-sale.

Also, please refer to the **AMENDED ORDINANCE NUMBER 5091**, enacted by Council on May 14, 2008 and approved by the Mayor on May 15, 2008, for more information relevant to **DISRUPTIVE CONDUCT**.

The **RIGHT TO APPEAL** a decision, notice or order relative to this Ordinance is provided by the establishment of a City of Easton Property Maintenance Board of Appeals and/or the decision may be appealed to the District Magistrate, as may be appropriate.