



APPLICATION FOR ANNUAL RENTAL LICENSE

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In accordance with Ordinance #993, all property owners who rent or lease any single family or multi-family dwelling must apply and obtain an Annual Rental Operating License. All rental units shall be inspected on a three-year cycle for compliance with all Fire and Property Maintenance Codes. Any noted violations during the inspection must be corrected prior to issuance of the Rental Operating License.

Short-term rentals (e.g. AirBNBs) require a separate Zoning Permit, are not permitted in every district, and are subject to additional regulations. Please review the Zoning Ordinance or contact the Borough Office for questions regarding short-term rentals.

Please return this application with payment within 30 days. You will be contacted when you are due to set up an inspection.

Today's Date

1. PROPERTY DESCRIPTION

Parcel ID
Property Address Units

2. OWNER INFORMATION

First Name Last Name
Business Name
Mailing Address
City State Zip
Email Address Phone
Other Phone

3. DESIGNATED AGENT INFORMATION (Required if Owner resides outside of a 25-mile radius from the property)

First Name Last Name
Business Name
Mailing Address
City State Zip
Email Address Phone
Other Phone



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4. TENANT INFORMATION

List by name all tenants over the age of 18 and note the number of children under the age of 18.
Attach additional sheets, as necessary.

Unit/Apartment/Floor No. Number of Tenants

First and Last Name	Age	Phone Number	Move-In Date

Unit/Apartment/Floor No. Number of Tenants

First and Last Name	Age	Phone Number	Move-In Date

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4. APPLICANT ATTEST & SUBMIT

I hereby attest to the truth and accuracy of the information contained in this application.

Date

Applicant Signature _____

Print Name

Amount Enclosed

Fees
\$128 (per unit, includes one inspection and one re-inspection during three-year cycle; additional inspection \$78 per unit).

MTO-110-24-02

FOR OFFICIAL USE ONLY

Approved By

Rejected By

Date

Date

Additional Notes/Conditions of Approval:

Fees Received

Received By

Date