



## 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

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Unit/Apartment/Floor No. Number of Tenants 

First and Last Name

Age

Phone Number

Move-In Date

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Unit/Apartment/Floor No. Number of Tenants 

First and Last Name

Age

Phone Number

Move-In Date

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Unit/Apartment/Floor No. Number of Tenants 

First and Last Name

Age

Phone Number

Move-In Date

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## 4. APPLICANT ATTEST &amp; SUBMIT

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

Date Applicant Signature Print Name Amount Enclosed **Fees**

\$135 (per unit, includes one inspection and one re-inspection during three-year cycle; additional inspection \$85 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