

**Honesdale Borough Permit Office**  
**958 Main Street, Honesdale, PA 18431**  
**Telephone / Fax Number: 570-647-0091**

**Residential Rental Registration and License Application**

Application is being made for the following:

**New Application** for Residential Property Rental License Fee (per unit) \$25.00     **Renewal** of Residential Property Rental License Fee (per unit): \$25.00

- Registration fee is applicable for all rental units whether occupied or vacant, except for unit occupied by the owner.
- License is transferable if the unit is in compliance with all Honesdale Borough Codes. Notification must be made to the Building Code Official **ten (10) days** prior to date requested for transfer. A new license will be issued to the new owner at that time.

**Must Be Renewed on or before JANUARY 1, 2023\***  
**FEE IS \$25.00 PER UNIT- License for - 2023**

Payment to Honesdale Borough must be made prior to license issuance.

**Property:**

Tax Map Parcel #: \_\_\_\_\_ Site Location: \_\_\_\_\_  
**# of Units at Location:** \_\_\_\_\_ Date Property Purchased: \_\_\_\_\_  
 # of Units at Purchase Date: \_\_\_\_\_ Current # of Units at Location: \_\_\_\_\_

**Non-Rental Unit Certification:**  I certify this is not a Residential Rental Unit.

Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Property Owner Information:** *(If transfer, list new property owner below. In case of partnership or corporation list information on all names of general partners, corporate officers and registered agent.)*

Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Owner of Record is a Corporation** \_\_Yes \_\_No                      **Owner of Record is a Partnership** \_\_ Yes \_\_ No

*If Owner is not a resident of Honesdale Borough and resides beyond 20 miles of Honesdale Borough, please provide authorized agent's individual information for acceptance of notices from tenant, to issue receipts therefore, and accept / contract service of process on behalf of the record Owner.*

**Authorized Agent for Property:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Custodian / Janitor or Other Individual to Provide Regular Maintenance Service:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Current Tenants** *(attach listing if needed):*

Unit/Apt #	Tenant Name(s)	# of Bedrooms	# of Baths
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

**Owner / Agent Certification:** I hereby certify that all the above information is true to the best of my knowledge, and belief. I am aware that if the foregoing information is willfully false, that I am subject to penalties and criminal prosecution.

Owner Signature(s): \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Agent Signature(s): \_\_\_\_\_ Telephone: \_\_\_\_\_

**\*Upon the receipt of a fully completed application, including the list of tenants' names and the appropriate license fee, and provided that the owner is not in violation of the requirements of this chapter or any ordinance or code of the Borough, the Code Enforcement Officer shall issue a license for the property. (163-5-D)**

• Incomplete forms will be returned; license will not be issued until corrected.

• AN INSPECTION IS REQUIRED EACH AND EVERY TIME THERE IS A CHANGE IN THE TENANT OF RECORD (163-4-B).