

Honesdale Borough Permit Office
958 Main Street, Honesdale, PA 18431
Telephone Number: 570-253-0731, ext. 17

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, 2024*

FEE IS \$25.00 PER UNIT- License for - 2024

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).