

**BOROUGH OF NORTHAMPTON**  
**1401 Laubach Avenue**  
**Northampton, PA 18067**  
**Phone – 610-262-2576**  
**Fax – 610-261-0505**

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**RESIDENTIAL RENTAL UNIT REGISTRATION APPLICATION**

Property Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Does owner live more than 30 miles from the Borough of Northampton: YES NO (circle one)

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Dwelling Type: Single Duplex Apartment Townhouse Other \_\_\_\_\_ (circle one)

Number of rental units/spaces at the address: \_\_\_\_\_

Are all rental units occupied: YES NO (circle one) If no, how many units are occupied: \_\_\_\_\_

Number of Floors: \_\_\_\_\_

Types of rooms (No. of rooms): Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_ Kitchen: \_\_\_\_\_

Living Room: \_\_\_\_\_ Dining Room: \_\_\_\_\_

Number of on-site parking spaces: \_\_\_\_\_

Occupant(s) Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Occupant(s) Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Occupant(s) Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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Property Manager Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Property Manager Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Does manager live more than 20 miles from the Borough of Northampton: YES NO (circle one)

Property Insurance Information:

Company Name: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

This application is for the licensing of a Residential Rental Unit under Residential Rental Unit Regulation Ordinance No. 1207 of the Northampton Borough Code of Ordinances. Issuance of a Residential Rental Unit License does not indicate that the residential rental unit is in compliance with the Borough Building Code, Borough Property Maintenance Code, Borough Zoning Ordinance or any other applicable code or ordinance.

No application is complete without payment of the application fee. The Borough will not issue a Residential Rental Unit License authorizing rental of the unit unless all Borough water, sewer, real estate, and trash collection charges are paid in full and all appropriate inspections are performed and approved by the Borough Code Enforcement Officer.

By signing this application, I certify that all facts in the application and all accompanying documentation are true and correct. This application is being made by me to induce official action on the part of Northampton Borough and I understand that any false statements made herein are being made subject to the penalties of 18 PA.C.S. §4904 relating to unsworn falsification to authorities.

The undersigned hereby consents to an inspection of the premises located above by the Borough of Northampton Code Enforcement Officer or a duly appointed representative assigned by the Borough of Northampton. The purpose of the inspection is to determine if the property complies with all applicable provisions of the Residential Rental Unit Regulation of the Borough of Northampton.

To schedule a Residential Rental inspection, please contact the Borough Code Enforcement Officer. Inspections are conducted during normal business hours, Monday through Friday, excluding holidays. Preferred appointments are subject to availability of the inspector. Questions, please contact the Code Enforcement Officer at 610-262-2576.

Date: \_\_\_\_\_

Signature of Owner/Agent: \_\_\_\_\_

Print name of Owner/Agent: \_\_\_\_\_

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**OFFICIAL BOROUGH SECTION**

**Application Date Received:** \_\_\_\_\_

**Rental Unit Inspection Date:** \_\_\_\_\_ **Approval Date:** \_\_\_\_\_

**Rental License Number:** \_\_\_\_\_