

RESIDENTIAL RENTAL REGISTRATION APPLICATION

Items in Yellow MUST be filled out EVEN IF TENANTS ARE THE SAME FROM LAST YEAR

Application is being made for the following:

- New Application for Residential Property Rental & Inspection for each unit - Fee: \$75.00
- Yearly Application Residential Rental Registration ONLY for each unit(s) tenant(s) - Fee: \$25.00
- Inspection ONLY – Fee: \$50.00

MUST BE RENEWED ON OR BEFORE NOVEMBER 1ST OF EACH YEAR AND RE-INSPECTION IS NEEDED FOR EACH CHANGE OF TENANT

Application is transferable if the unit is in compliance with all Hawley Borough Codes. Notification must be made to the Building Code Official ten (10) days prior to date requested for transfer. A new application will be issued to the new owner at that time.

PAYMENT TO HAWLEY BOROUGH MUST BE MADE PRIOR TO APPLICATION ISSUANCE

Property:

Tax Map Parcel #: _____ Site Location: _____ # Of Units At Location: _____

Date property purchased: _____ # Of Units At Purchase Date: _____ Current # Of Units At Location _____

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: _____ Address: _____

City/State/Zip: _____ Telephone: _____

Is Owner of Record A Corporation? Yes No Is Owner of Record A Partnership? Yes No

If owner is not a resident of Hawley Borough and resides beyond 20 miles of Hawley Borough, please provide Authorized Agent 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:

Agent: _____ Address: _____

City/State/Zip: _____ Telephone: _____ Fax: _____

Custodian/Janitor or other individual to provide regular maintenance service:

Name: _____ Address: _____

City/State/Zip: _____ Telephone: _____ Fax: _____

Current Tenants – EVEN IF SAME FROM LAST YEAR(Attach list if needed):

Unit #	Tenant Name	Tenant Mailing Address	# of bedroom	# of Baths
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

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 willingly false, that I am subject to penalties and criminal prosecution.

Owner Signature(s): _____ Telephone: _____

Agent Signature(s): _____ Telephone _____