



## Rental License

Apply online: [eastonpa.portal.opengov.com/categories/1081](http://eastonpa.portal.opengov.com/categories/1081)

A Separate Registration Application Is Required for Each Location. One application can have multiple units.

*The application for rental registration required by § 456-1 shall be made by the owner or operator and shall contain:*

- A. The name and address of the operator and the name and address of the owner if the operator is not the owner.*
- B. The location of the dwelling or dwelling unit, including the street and number of each entrance.*
- C. The number of dwelling units available for rent in accordance with the provisions of this article and with the rules and regulations issued thereunder and in accordance with any other applicable ordinances or regulations of the City.*
- D. Violations shall be abated, and a certificate of occupancy obtained within 180 days of transfer for owner-occupied properties and within 30 days for rental, mixed-use and other nonresidential properties. Within these time frames, the City reserves the right to re-inspect any property pursuant to the City fee schedule and at owner expense. These compliance time frames may be extended by mutual agreement of the purchaser and the Chief Code Administrator or his or her designee.*

### Designation of manager

If the owner is not a full-time resident of the City of Easton or does not live within a thirty-mile radius of the City of Easton, then the owner shall designate a person to serve as manager who does reside or work daily within a thirty-mile radius of the City of Easton. If the owner is a corporation, limited liability company, or other business structure, a separate manager shall be appointed unless an officer of the corporation is appointed as the manager and such officer lives within a thirty-mile radius of the City of Easton. If the owner is a partnership, a manager shall be required if a partner does not reside within a thirty-mile radius of the City of Easton. Said partner shall perform the same function as a manager. The manager shall be the agent of the owner for service of process and receiving notices and demands, as well as for performing the obligations of the owner under this article and under rental agreements with occupants.

For Further assistance please call the Codes Office at 610-250-6124.