



# CITY OF EASTON

Office of Residential Rental Properties Licensing and Inspection  
123 S 3<sup>rd</sup> Street, Easton, PA 18042  
Phone 610-250-2060 Fax 610-250-6607  
[sgriffin@easton-pa.gov](mailto:sgriffin@easton-pa.gov) [www.easton-pa.gov](http://www.easton-pa.gov)

Date Registration Received by City: _____
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## RESIDENTIAL RENTAL UNIT REGISTRATION FORM

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

Apartment # \_\_\_\_\_ Single-Family Residence-Y/N \_\_\_\_\_  
*A Separate Registration Form Is Required For Each Apartment/ Unit*

TAX MAP PARCEL NUMBER (If Known) \_\_\_\_\_

### Property Owner Information

Name \_\_\_\_\_

Business Name \_\_\_\_\_ Business ID # \_\_\_\_\_  
*(As listed on your Business License, if different from above name) In addition to this Registration, you are required to obtain a Business License, if you have not already done so.*

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_  
*(NO Post Office Box Please)*

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

E-MAIL \_\_\_\_\_

Mailing Address \_\_\_\_\_  
*(If different from above address)*

### Property Manager Information

*(Required if the Owner does NOT reside within a thirty (30) mile radius of the City of Easton)*

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

E-MAIL \_\_\_\_\_

### Tenant Information

**List the names of ALL occupants that are eighteen (18) years old and over.**

No more than three (3) unrelated persons may occupy a Rental Unit.

Write **VACANT** in the Name space below if the Rental Unit is currently unoccupied.

Use additional paper if necessary.

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

TOTAL number of occupants in the Rental Unit (including children) \_\_\_\_\_

Additional Information \_\_\_\_\_

*By signing below I verify that subject to the penalties of 18 Pa.C.S. Section 4904, relating to unsworn falsification to authorities, that the above information is accurate; and that I have read the **Summary of Article III, Chapter 456 of the CODE** on the reverse side.*

SIGNATURE OF APPLICANT \_\_\_\_\_ Date \_\_\_\_\_ Revised 4/14/2010

For Office Use Only: R/L # \_\_\_\_\_ BUSINESS ID # \_\_\_\_\_ CITY AREA \_\_\_\_\_

PROCESSED \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

**SUMMARY OF CHAPTER 456, ARTICLE III of the CODE of the CITY OF EASTON**

Residential Rental Properties Licensing and Inspection  
Of the Codified Ordinances of the City of Easton, PA

*A copy of the entire Ordinance and any amendments is available in the Code Office at City Hall, 123 S. Third St, 2<sup>nd</sup> Floor, Easton, Pa. It is also available on the City Website at [www.easton-pa.gov](http://www.easton-pa.gov). In the event of any variance between this summary and the Ordinance, the Ordinance will govern.*

The fee schedule is below. The fee is NOT reduced pro rata by the portion of the license year elapsed in the year first procured. The Ordinance requires that EACH regulated rental unit is registered on a yearly basis. The registration/license “year” runs from August 15<sup>th</sup> to August 14<sup>th</sup> of the following year. Residential rental units that are vacant, but available for rent, MUST be registered. If you have sold your rental unit, please indicate that on the referral invoice and return the invoice to us. If you have purchased any additional residential rental property, please call our office to request new registration forms. The City must be notified of any changes in ownership/manager within five (5) days of any change.

The **PURPOSE OF THIS ORDINANCE** is to protect and promote public health, safety and welfare by establishing accountability relative the proper maintenance of residential rental housing units through a systematic inspection process. The Ordinance requires that all residential rental units be maintained in compliance with the City of Easton Property Maintenance Code as adopted by the City of Easton.

Rental Inspection Guidelines of items to be verified by the Code Officer at the inspection of the property is available upon request in our office. This is not to suggest that this is a complete list of every item to be evaluated at the time of the inspection; it is meant to reference commonly inspected items only. Please note that the Ordinance states that “A license or inspection by itself shall not warrant that a Rental Unit is lawful, safe, habitable or in compliance with all City Codes”.

**INSPECTIONS** shall be conducted by a Code Officer or duly authorized agent of the City of Easton at least once every four years. Inspection appointments will be made by this office with the Owner/Manager, who must accompany the Code Officer on the inspection of the property. The initial inspection and the re-check inspection (done after all necessary corrections, as identified by the Code Officer, have been completed) are included in the Registration/License fee. **If, at the re-check inspection, all corrections have NOT been completed, there are fees in accordance with the inspection fees in Chapter 285 of the City code.** Refer to the Ordinance for further details. Failure of the Owner/Manager to correct the violation(s) within the established time period may result in penalties as specified in the City Code.

The scope of the inspection is a limited visual inspection of the general systems and components of the building and property to identify any item listed in the report which may be in need of correction. The inspection report is not a warranty or guarantee (expressed or implied) that the items are defect free, or that latent or concealed defects do not exist, may have existed in the past, or may exist or become evident in the future, or that the defects we have referenced in this report are the only defects that exist. This report is not a statement of suitability for future expansion or use. To avoid damage claims and other risks, inspectors do not climb to inspect or walk roofs. Roofs, chimneys, gutters and roof penetrations are observed from the ground, which imposes obvious limitations on this part of the inspection. Any area which is not exposed to view, is concealed, or is inaccessible because of soil, walls, floors, carpets, ceilings, furnishing or any other thing is not included in this inspection. The inspection does not include any destructive testing or dismantling.

**Registration Fees Table**

Date Registration is received by the City of Easton	Per Dwelling Unit	Rooming House Unit		Federally, State, or Locally owned properties (each unit)
		Number of Rooms	Fee	
August 15	\$65	1	65	\$30
		Each room thereafter	\$5	
September 15	\$95	1	\$95	\$60
		Each room thereafter	\$5	
October 15	\$125	1	\$125	\$90
		Each room thereafter	\$5	

**Re-Inspection Fees Table**

	Per Dwelling Unit	Number of Rooms	Fee	
Second re-inspection	\$100	1	\$35	\$50
		Each room thereafter	\$5	
Third or more re-inspections	\$135	1	\$135	\$75
		Each room thereafter	\$5	

- **Missed appointment and/or unable to gain entry:** \$75.
- **Reinstatement fee:** Per dwelling unit: \$100; Rooming house building: \$100.

Also, please refer to the **AMENDED ORDINANCE NUMBER 5091** for information relevant to **DISRUPTIVE CONDUCT**.