

**The Borough of Clifton Heights**

**Department of Code Enforcement & Community Development**

**30 S Springfield Rd Clifton Heights PA 19018**

**610-623-3223**

**RENTAL PROPERTY REGISTRATION APPLICATION FOR 2023**

Application Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DUE DATE: **\_ \_\_\_\_\_\_\_\_\_\_\_\_** FEE: **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rental Property Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Type: Residential Commercial Mixed-Use Storage Industrial

Number of Units: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Commercial Occupancy Square Footage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*An individual must be named in the case of Corporations, LLC, Partnerships, Trusts, Etc.*

**Property Owner:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local Agent Designation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact for Inspection: Owner Agent Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***\*\* CALL 610-623-3223 TO SCHEDULE AN INSPECTION \*\* FAILURE TO OBTAIN A RENTAL LICENSE WILL RESULT IN A FINE \*\****

*I have received and read the attached letter from the Property Maintenance Task Force and understand the responsibility to maintain the property in accordance with the 2018 International Property Maintenance Code, and that failure to do so may result in fines and citations being issued.*

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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**RENTAL PROPERTY REGISTRATION FEE SCHEDULE**

**ORDINANCE NO. 862, ENACTED AUGUST 21, 2018.**

* **RESIDENTIAL PROPERTY SINGLE FAMILY/DUPLEX - $115.00 (ANNUAL)**
* **RESIDENTIAL UNIT FOR THREE (3) OR MORE RESIDENTIAL UNIT BUILDING $85.00**
* **COMMERCIAL PROPERTY 1,000 SQ. FT OR LESS - $140.00 (ANNUAL)**
* **COMMERCIAL PROPERTY 1,001-2,000 SQ. FT. - $240.00 (ANNUAL)**
* **COMMERCIAL PROPERTY >2,000 SQ. FT - $240.00 + $25.00 PER 5,000 SQ. FT. (ANNUAL)**
* **RENTED OUR STORAGE (SHED, GARAGE, SELF-STORAGE) 500 SQ. FT OR LESS - $80.00+$30.00 PER 500 SQ. FT. (ANNUAL)**
* **RENTED OUT STORAGE (SHED, GARAGE, SELF-STORAGE) 501 SQ. FT OR MORE - $80.00 +$30.00 PER 500 SQ. FT. (ANNUAL)**
* **RENTED OUT MOUNTED EQUIPMENT (ANTENNA, DISH, ETC.) - $125 FOR 2, $75 EACH ADDITIONAL (ANNUAL)**
* **$50.00 FOR EACH RESIDENTIAL UNIT FOR THE THIRD AND EACH SUBSEQUENT INSPECTION**
* **$100.00 FOR EACH COMMERCIAL/INDUSTRIAL UNIT FOR THE THIRD AND EACH SUBSEQUENT INSPECTION.**