



Wilson Borough

GUY B. TOMAINO, MUNICIPAL BUILDING
2040 Hay Terrace
Easton PA, 18042
(610) 258-4525 Fax: (610) 258-6639

Date Registration
Received by Borough

REGISTRATION FOR RESIDENTIAL RENTAL LICENSE

- Mailing Date
- Due Date
- Rental Units
- Fee Per Unit
- Total Rental Fee
- Account Number
- Business License
- Parcel Number

PROPERTY ADDRESS:

(A SEPERATE FORM IS REQUIRED FOR EACH APARTMENT UNIT)

PROPERTY OWNER INFORMATION:

(No PO Boxes)

NAME: _____	PHONE #: _____	TYPE: _____
ADDRESS: _____	PHONE #: _____	TYPE: _____
ADDRESS: _____	PHONE #: _____	TYPE: _____

PROPERTY MANAGER INFORMATION:

(Required if Property Owner does NOT reside within a twenty (20) mile radius of the Borough of Wilson)

NAME: _____	PHONE #: _____	TYPE: _____
ADDRESS: _____	PHONE #: _____	TYPE: _____
ADDRESS: _____	PHONE #: _____	TYPE: _____

TENANT INFORMATION: The Borough MUST be notified of any tenant changes within thirty (30) days PLEASE LIST NAMES & PHONE NUMBERS OF ALL OCCUPANTS OVER 18 YEARS OF AGE:

(No more than three (3) unrelated persons may occupy a Rental Unit.)
(If the Rental Unit is vacant, please write **VACANT** in the NAME space below.)

NAME: _____	APT #: _____	PHONE #: _____	TYPE: _____
NAME: _____	PHONE #: _____	TYPE: _____	
NAME: _____	PHONE #: _____	TYPE: _____	
NAME: _____	PHONE #: _____	TYPE: _____	
NAME: _____	PHONE #: _____	TYPE: _____	
NAME: _____	PHONE #: _____	TYPE: _____	

***** REQUIRED *****

NUMBER OF OCCUPANTS IN APT UNIT (INCLUDING CHILDREN): _____

ADDITIONAL INFORMATION:

By signing below I verify that subject to penalties if 17 Pa.C.S. Section 4904, relating to unsworn falsifications to authorities, that the above information is accurate: and that I have read the Summary of Ordinance 741 on the reverse side.

SIGNATURE OF APPLICANT: _____ DATE: _____

SUMMARY OF ORDINANCE NUMBER 741

Residential Rental Properties Licensing and Inspection Of the Codified Ordinances of the Borough of Wilson, PA

This is a summary of the relevant responsibilities established by *Ordinance #741*. *A copy of the entire Ordinance and any amendments is available at Borough Hall, 2040 Hay Terrace, Easton, PA. It is also available on the Borough website at www.wilsonborough.org.* In the event of any variance between this summary and the Ordinance, the Ordinance will govern.

On the reverse side is a **REGISTRATION FORM** for a Residential Rental Registration/License. Please copy this form, as necessary, so that a separate form can be submitted to our office for each residential rental unit/apartment. 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** residential unit/apartment be registered on a yearly basis of \$55.00 for each unit. The registration/license "year" runs from January 1st to January 1st of the following year. **REGISTRATIONS MUST BE RECEIVED NO LATER THAN JANUARY 1ST OF EACH YEAR.** Registrations received after this date will be subject to additional penalty fees as follows: \$75.00 per unit by February 1st and \$105.00 per unit by March 1st. If you are a new owner of residential rental property, please register your property within five (5) business days at \$55.00 per rental unit regardless of the aforementioned dates. If you have received a letter from our office asking you to register your rental property, please do so in a timely manner as indicated in the letter. Please call our office with any questions or concerns at 610-258-4525. Residential rental units that are vacant, but available for rent, **MUST** be registered. The Borough must be notified of any changes in ownership/management 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 to 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 following codes, as amended or may be amended by the Borough of Wilson: *International Property Maintenance Code, International Existing Building Code, International Residential Code, International Building Code and the National Electrical Code*. Inspection criteria relative to each residential rental unit, as well as all of the common areas and outside premises of the property, have been established in accordance with the requirements of these codes.

A sample copy of the **CHECKLIST** of items to be verified by a Code Inspector at the initial 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 Borough Codes."*

INSPECTIONS will be conducted by a Code Inspector or duly authorized agent of the Borough of Wilson. Inspection appointments will be made by this office with the Owner/Manager, who must accompany the Code Inspector on the inspection of the property. The initial inspection and the re-check inspection (done after all necessary corrections, as identified by the Code Inspector, have been complete) are included in the Registration/License fee. If, at the re-check inspection, all corrections have NOT been completed, there will be additional charges applied to any **RE-INSPECTION**.

Refer to the Ordinance for further details. Also, a charge of \$75.00 will be applied if the Owner/Manager does not show up for a scheduled inspection/re-check appointment or if the Owner/Manager is unable to gain entry to the rental unit. Failure of the Owner/Manager to correct the violation(s) within the established time period may result in the Borough invoking the remedies available under this ordinance or other applicable Codes, Ordinances or Statutes, including condemnation or declaration of the premises being unfit for habitation.

The Ordinance requires that each residential rental unit be subject to an inspection every three (3) years. These inspections are independent of the requirement of a *Buyer Notification Inspection*, which includes an inspection at the time of re-sale.

The **RIGHT TO APPEAL** a decision, notice or order relative to this Ordinance is provided by the establishment of the Borough of Wilson Property Maintenance Board of Appeals and/or the decision may be appealed to the District Magistrate, as may be appropriate.