



# 2022 City of Hazleton Residential Rental Property Registration Form

Date: \_\_\_\_\_

CITY OF HAZLETON  
Office of Rental Registration  
40 North Church Street  
Hazleton, PA 18201

(570) 459-4925

### Make checks payable to the City of Hazleton.

**In the City of Hazleton, any person who owns a residential rental unit (s) is required to have the property registered with the Code Enforcement department. Rental Unit (s) must be registered annually. All Section of this forms must be completed. If the Unit is occupied by you or your family, you are not required to pay the fee, but must bring a copy of your driver license and your family's driver license to prove their occupancy.**

#### RENTAL PROPERTY INFORMATION:

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

Dwelling Type:  1 Unit/Half a Double  Single Family  Double Unit  Multiple Family: # of Units: \_\_\_\_\_

Garage:  Detached  Attached  Off Street Parking

Date of Last Occupancy Inspection: \*\*\* \_\_\_\_\_

**\*\*\* Hazleton Ordinance 2015-11) You must get your rental units inspected to comply with the International Property Maintenance Code. We need a copy of your last Inspection, as well as this inspection should be done every four (4) years, or sale of property.**

#### PROPERTY OWNER INFORMATION WITH A COPY OF DRIVER LICENSE:

(a) \_\_\_\_\_  
(First Name, Middle Initial, Last Name)

(b) \_\_\_\_\_  
(First Name, Middle Initial, Last Name)

\_\_\_\_\_  
(Current Mailing Address)

\_\_\_\_\_  
(Current Mailing Address)

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell/Work Phone: \_\_\_\_\_

Cell/Work Phone: \_\_\_\_\_

#### PROPERTY/MANAGER (AGENT): \*\*\*

(a) \_\_\_\_\_  
(First Name, Middle Initial, Last Name)

(b) \_\_\_\_\_  
(First Name, Middle Initial, Last Name)

\_\_\_\_\_  
(Current Mailing Address)

\_\_\_\_\_  
(Current Mailing Address)

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell/Work Phone: \_\_\_\_\_

Cell/Work Phone: \_\_\_\_\_

**\*\*\*Ord 2012-25 Amended 2013-5, Sect. 3: Each property owner (listed above) who is not an owner-occupant, Or who does not reside in the City of Hazleton or within a ten-mile radius of the City shall appoint an agent who shall reside in the City or within a ten-mile radius of the City.**

**TENANT INFORMATION: Name & total # of tenant's in each unit**

Unit #: \_\_\_\_\_  
Tenants Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Number of Occupants: \_\_\_\_\_

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Tenants Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Number of Occupants: \_\_\_\_\_

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Tenants Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
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Tenants Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Number of Occupants: \_\_\_\_\_

Unit #: \_\_\_\_\_  
Tenants Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Number of Occupants: \_\_\_\_\_

*By signing the application, I am certifying that I am the property owner or the authorized agent to sign on behalf of the owner. I understand that falsifying information can result in having the rental license application denied or revoked and the property will not be licensed to rent. I am aware of and intend to comply with the City of Hazleton Uniform Construction Code, the Municipality's garbage Ordinance, and the Municipality's ordinance regarding weeds, litter, and snow removal under the 2015 International Property Maintenance Code. I affirm under penalty of unsworn falsification to Authorities (18 PS. §4904) that the information in this application is true and correct to the best of my knowledge and that I must notify the city of Hazleton within ten (10) days of said change. I also understand a penalty can be assessed in a non-traffic citation if the property is not licensed.*

***Annual fee of \$25.00 for 1-4 Units, \$50.00 for 5-10 Units, and \$100.00 over 10 Units.  
Failure to pay by the due date will be subject owner to penalties and fines.***

**Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**MAKE CHECK PAYABLE TO: CITY OF HAZLETON**