Application for Residential Rental Property Registration and Inspection

PURPOSE
The Rental Property Registration and Inspection Application is to be filled out and submitted to the Borough each time there is a change in tenants for each rental unit. The application is required by the Borough of Etna to ensure that properties in the Borough meet the safety and maintenance requirements as outlined by the most recent edition of the International Property Maintenance Code (Ordinance 1272). Additionally, this application ensures proper collection of the Borough's Wage Tax.

APPLICATION CHECKLIST
- Fully completed and signed application (to be completed by the Property Owners).
- Ensure rental property passed most recent rental property inspection (Properties are inspected once every three years by ward).
- An application must be submitted for each property unit.
- Any additional information deemed necessary by Borough of Etna officials.
# Application for Residential Rental Property Registration and Inspection

**Incomplete Applications Will Not Be Reviewed**

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## PROPERTY INFORMATION

<table>
<thead>
<tr>
<th>ADDRESS:</th>
<th>UNIT #:</th>
<th>WARD #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOT/BLOCK NO.:</td>
<td>NO. OF UNITS:</td>
<td>DATE OF LAST INSPECTION:</td>
</tr>
</tbody>
</table>

## PROPERTY OWNER INFORMATION

<table>
<thead>
<tr>
<th>NAME:</th>
<th>EMAIL:</th>
<th>MAILING ADDRESS:</th>
<th>PHONE:</th>
</tr>
</thead>
</table>

## OCCUPANT INFORMATION

<table>
<thead>
<tr>
<th>OCCUPANT #1:</th>
<th>D.O.B.:</th>
<th>PHONE:</th>
<th>EMPLOYER NAME/ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCCUPANT #2:</td>
<td>D.O.B.:</td>
<td>PHONE:</td>
<td>EMPLOYER NAME/ADDRESS:</td>
</tr>
<tr>
<td>OCCUPANT #3:</td>
<td>D.O.B.:</td>
<td>PHONE:</td>
<td>EMPLOYER NAME/ADDRESS:</td>
</tr>
<tr>
<td>OCCUPANT #4:</td>
<td>D.O.B.:</td>
<td>PHONE:</td>
<td>EMPLOYER NAME/ADDRESS:</td>
</tr>
<tr>
<td>OCCUPANT #5:</td>
<td>D.O.B.:</td>
<td>PHONE:</td>
<td>EMPLOYER NAME/ADDRESS:</td>
</tr>
</tbody>
</table>

## SIGNATURE

I certify to the best of my knowledge and belief that the information given for the forgoing property is true and correct.

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**OWNER/OWNER'S AGENT SIGNATURE**

**PHONE**

**DATE**

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**BOROUGH USE ONLY**

<table>
<thead>
<tr>
<th>RECEIVED:</th>
<th>INSPECTION COMPLETED ON:</th>
<th>FEE: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>Check</td>
<td>#</td>
</tr>
</tbody>
</table>