

Dear Property-owner,

We are contacting you in regards to the recent amendments to Chapter 189 of the Port Carbon Borough Code in regards to rental registration and inspection that was enacted on December 21, 2021. In reference to Chapter 189 all rental properties are to be registered annually by using the enclosed form that can also be found on the Port Carbon Borough website. **The completed form shall be submitted by Tuesday, March 1, 2022.** All properties not registered will be deemed in violation of the ordinance. The registration fee(s) must be attached to the registration form when submitted. **The \$5.00 per unit fee is due regardless of whether or not the unit is occupied at the time of this letter. Also, there is a fee of \$10.00 per tenant over the age of 18.** If at any time during the year there is a change in tenant(s), the property owner must update the registration form either by mail or email to portcarbonborough@wtvaccess.com. There is no fee for a change of tenant submission. If paying by check please make payable to the Borough of Port Carbon.

Under Chapter 189 each owner who does not reside within a 20 mile radius of the Borough limits must appoint an agent who shall reside within 20 miles of the Borough. The agent shall be jointly responsible to fulfill all obligations set forth in the ordinance.

The issuing of a rental permit is conditional on the timely filing of the registration form and the requisite fee. **Failure to submit, or complete, the form by March 1, 2022 will result in the revocation of the rental permit and a citation will be filed with the district magistrate.** Please be aware that registration is a separate function of the Borough rental ordinance and is independent of the inspection requirement. A separate notification will be issued to the property owner concerning rental inspections.

This letter is for informational purposes only, a more detailed explanation concerning the ordinance can be found in Chapter 189 of the Port Carbon Borough Code located on the Borough's website. If you have any questions concerning the ordinance or you no longer own a rental property in the Borough of Port Carbon you can contact the Borough office at (570) 622-2255.

Respectfully,

Loretta Skoufalos
Port Carbon Borough Secretary