

**PORT CARBON BOROUGH  
RENTAL PROPERTY REGISTRATION**

DATE: \_\_\_\_\_  Initial Registration  Registration Renewal

Type of Ownership:  Sole Proprietor  LLC  Corporation Other: \_\_\_\_\_

**RENT-TO-OWN: Properties classified as rent-to-own are rental properties under PA law and must be registered and inspected as per the Borough Ordinance.**

**OWNER INFORMATION:** Purchase Date (if after 2/28/2024): \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

City, State, ZIP: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**AGENT INFORMATION:** If owner resides further than twenty (20) miles from the Borough.

**NOTE: P.O. BOXES are not acceptable as owner or agent address to satisfy responsible party within 20-mile radius requirement.**

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

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

City, State, ZIP: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**INSURANCE INFORMATION:**

Insurance Company Name: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Expiration: \_\_\_\_\_

**RENTAL REGISTRATION & INSPECTION FEES:**

Registration Fees		Inspection Fees	
Fee per unit:	\$5.00 per unit	Inspection fee:	\$80.00 initial unit \$50.00 each additional unit
Fee per person:	\$10.00 per person	Failure to Comply	Shut down of Property
Failure to Comply	Legal Action		

**RENTAL PROPERTY:**

Address of Rental Property: \_\_\_\_\_

**Total Number of Units in Rental** \_\_\_\_\_ **x \$5.00 = TOTAL DUE** \_\_\_\_\_

**Location of Property for Inspection purposes:**

See the Borough website for more information concerning inspection appointments.

**ZONE #1 2025:** (South Coal, Jackson, South Washington, Spruce, Rose, South Pine, Canal, Baden Powell, Hickory, Commerce, Acre, Lang, East Washington, Main, Mill, and Newbold)

**ZONE #2 2026** (North Coal, Pike, Cherry, North, Krebs, Spring, East, Centre, Rock, Oak, Valley, Apple, Wood, North Washington, and North Pine)

**ZONE #3 2024** (First, Second, Third, Fourth, Fifth, Pottsville, Brown, Broad, Lillian, Reese, Plum, Walnut, Lyon, Nichols, Morris, Lawton, Grand, Chestnut, Market, Wilson, Commerce, and Park)

ZONE #1

ZONE #2

ZONE #3

DATE OF LAST INSPECTION: \_\_\_\_\_

**Instructions** (Please type or print in blue or black ink. Registration is valid for **ONE** year):

- All rental properties must be registered with the Borough of Port Carbon.
- Make checks payable to the Borough of Port Carbon
- Return the completed application, along with the registration fee, by mail or in person to:

Borough of Port Carbon  
301 First Street  
Port Carbon, PA 17965

- If you need additional assistance contact the Borough of Port Carbon at (570) 622-2255

I, \_\_\_\_\_, attest that the information on this form is correct and I am familiar with, and attest that I will fulfill, my obligations under the rental ordinance, property maintenance code, and building codes. I understand that false statements relating hereto are made subject to penalties of 18 PA.C.S.A. 4904, relating to unsworn falsification to authorities.

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

**OFFICE USE ONLY**

CASH     MONEY ORDER     CHECK # \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_