



## ELIZABETH TOWNSHIP

522 ROCK RUN ROAD ELIZABETH, PA 15037

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[www.elizabethtwppa.com](http://www.elizabethtwppa.com)

### RENTAL PROPERTY OCCUPANCY APPLICATION

*Each unit to be inspected requires its **own** rental property occupancy application.*

*We will do our best to schedule units in the same complex at the same time; however, we cannot guarantee our availability to do so.*

#### PROPERTY INFORMATION

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

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

Building Number: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Are the Owner, Management Company, Responsible Agent, and Corporation (LLC) information provided on the Rental Registration form the same?  Yes  No

*If no, please fill out a new Rental Registration form with the updated information.*

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#### TENANT INFORMATION

*(Fill out for each adult living in the unit. Attach additional sheet(s) if necessary)*

Name (1): \_\_\_\_\_

Phone Number (1): \_\_\_\_\_

Email (1): \_\_\_\_\_

Lease Start Date: \_\_\_\_\_

Lease Expiration Date: \_\_\_\_\_

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Name (2): \_\_\_\_\_

Phone Number (2): \_\_\_\_\_

Email (2): \_\_\_\_\_

Lease Start Date: \_\_\_\_\_

Lease Expiration Date: \_\_\_\_\_

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#### CONTACT INFORMATION

*(Please provide the contact we can use to schedule the inspection)*

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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#### FEES

There is no fee to register the property as a rental; however, there is a fee for the rental inspection. Fees are set by the current fee schedule.

***Rentals must be inspected upon registration, annually, and each time a new tenant moves in.***

Please check which type of rental will be inspected.

One and Two-Family Dwelling(s)

Apartment(s)

Townhouse(s)

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The applicant hereby certifies and agrees as follows: (1) I am the owner or the duly authorized Responsible Agent of the owner to make this application; (2) I have read all the information above and the same is correct; (3) The licenses, if issued, may be declared void should said information be false; (4) I will comply with the Property Maintenance Code and all other Codes of the Township of Elizabeth which are applicable hereto; (5) I agree to inspections by the Code Enforcement Officer to determine if the property is in compliance with applicable Codes of the Township of Elizabeth; (6) I will provide written notice to the Code Enforcement Officer within 10 days of any change of ownership or in the agents listed above; (7) I certify that the property identified in this application is not subject to any deed restrictions prohibiting the property from being rented.

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

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

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

