

Renting Apartments and Houses

Anyone intending to rent a house or apartment in the borough must do the following:

1. Register the rental unit with the borough and pay the annual registration fee. The application can be obtained at the administrative office.
2. Obtain a U&O permit for the house or apartment prior to occupancy. Keep in mind that you will need a new U&O permit each time you change tenants.
3. If the rental unit is to be occupied by three or more unrelated adults, the property owner must obtain a special license prior to occupancy. The application for this license can be obtained at administrative office.
4. Special License **\$100.00** annual fee is due upon approval of license.
5. A Special License expires one year from date issued.
6. Property owner has to renew Special License within ten (10) days after it expiration.
7. Borough Ordinance mandates that the owner of the rental unit(s) is required to provide the Earned Income Tax Registration information from the tenant(s) moving in.

Special License Application Procedure

The owner of a rental property wishing to rent to three or more unrelated persons must completely fill out the special license application form to be submitted to the Borough Housing Enforcement Officer, along with a non-refundable application of **\$200.00**. Acceptance of application fee does not guarantee that a special license will be issued.