

MASONTOWN BOROUGH
1 EAST CHURCH AVENUE
MASONTOWN, PA 15461
724-583-7731

INITIAL REGISTRATION FOR RESIDENTIAL RENTAL LICENSE (LICENSING PERIOD FROM 7/1 to 6/30)

A SEPARATE APPLICATION IS NEEDED FOR EACH BUILDING

A. PROPERTY LOCATION (Physical Address of the property you are registering to rent):

Address: _____

Address: Masontown, PA 15461

Total number of vacant and non-owner occupied units in building: _____

County Parcel #: _____

(The Parcel ID can be found on your latest tax bill or looked up at <http://property.co.fayette.pa.us/>).

B. PROPERTY OWNER INFORMATION:

Name: _____

Phone: _____

Address: _____

Email: _____

C. IF THE PROPERTY OWNER IS A NON-NATURAL PERSON, CORPORATION, PARTNERSHIP, ESTATE, TRUST, ETC. COMPLETE THE FOLLOWING FOR ONE PARTNER, OFFICER, OR TRUSTEE:

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

D. REGISTERED LOCAL CONTACT PERSON OR MANAGING AGENT (MUST BE WITHIN 20 MILES OF BOROUGH AND ALSO WITHIN COMMONWEALTH OF PENNSYLVANIA):

This is required if the property owner resides more than 20 miles from the property location as indicated above, or if the property owner is outside of the Commonwealth of Pennsylvania, or if the property owner is a non-natural person. (NO P.O. BOX PERMITTED FOR THIS ADDRESS).

Name: _____

Phone: _____

Address: _____

Email: _____

E. INSURANCE OR PERFORMANCE BOND:

Per Section 86-29 of Masontown Borough Ordinance: All landlords are required to carry proper fire and/or casualty insurance on the property, or, in lieu of maintaining proper fire and/or casualty insurance, the landlord shall purchase a performance bond in an amount equal to the assessed value of the property after applying the PA Department of Revenue Realty Transfer Tax Common level ratio for Fayette County with the Borough listed as loss payee and/or beneficiary for purposes of demolition and/or remediation of the property should an event occur causing damage.

Carrier Name: _____ Phone: _____

Address: _____ Policy Number: _____

F. PLEASE INITIAL EACH BELOW:

_____ It is the property owner's responsibility to notify the borough of change in property ownership and a new initial application is to be filed by new property owner if it is to be used for residential rental. It is the property owner's duty to notify the borough if any other change in section A.

_____ If there is any change to sections C, D, or E then Masontown Borough must be notified, and a change request filed.

_____ If there is a change in tenants, it is the responsibility of the property owner to complete and submit the tenant change form.

G. The fee is calculated as the (Total number of vacant and non-owner occupied units in building) from Section A times \$50.

H. Initial each page in the bottom right corner. Sign and Date the bottom of this page. Your payment should be made payable to Masontown Borough. Mail this form with your fee to:

**Masontown Borough
1 East Church Avenue
Masontown, PA 15461**

SIGNATURE OF APPLICANT: _____ **DATE:** _____

By signing above I verify that subject to penalties of 17 Pa. C.S. Section 4904, relating to unsworn falsifications to authorities, that the above information is accurate.

For Office Use Only:

Date: _____ **Amount:** _____ **Check #:** _____