

CITY OF ALLENTOWN
RESIDENTIAL RENTAL UNIT LICENSING PROGRAM
REGISTRATION APPLICATION
(Instructions on back)

1.) _____ # of Dwelling Units _____
Rental Unit Street Address _____
_____ # of Rooming Units _____

2.) _____ Owner's Signature and Date _____
Print Owner's Full Name _____
_____ Phone Number _____
Owner's Address (No P.O. Box Numbers) _____
_____ Cellular Number _____
Additional line for address (If necessary) _____
_____ City State Zip Code _____

- 3.)
- Owners residing in Lehigh County **may** designate an agent to be named on the Registration/License displayed in the unit.
 - Owners residing out of Lehigh County **must** designate an agent residing or working within Lehigh County to be named on the Registration/License displayed in the unit.

_____ Agent's Signature _____ Date _____
Print Responsible Agent's Name _____
_____ Phone Number _____
Agent's Address (No P.O. Box Numbers) _____
_____ Cellular Number _____
Additional Line for Address (If Necessary) _____
_____ City State Zip Code _____

Return to: Bureau of Building Standards and Safety
641 S 10th Street
Allentown, PA 18103-3173
Phone (610)437-7695 Fax (610)437-7693
Website: www.allentownpa.gov

INSTRUCTIONS TO OWNERS

TO COMPLETE RESIDENTIAL RENTAL UNIT REGISTRATION APPLICATION

1. List the street address and how many dwelling/rooming units you are registering.
2. Complete the ownership information as requested.
3. If your residence is outside of Lehigh County you must designate an agent residing in or working in Lehigh County.
You may designate an in-County agent if you reside in Lehigh County.
The designated agent's name, address and phone number will be listed on the Registration/License displayed in the unit.
If no agent is designated, your name, address and phone number will appear on the Registration/License displayed in the unit.

ATTENTION LANDLORDS:

It is the responsibility of the owner to notify the Building Standards & Safety Bureau of any changes in information on the original registration application.

The penalty for non-compliance with Article 1759- Licensing Residential Rental Units- shall be the revocation of the residential rental registration or the residential rental license.

- 1759.05C Revocation of Residential Rental Registration**
- 1759.06D Revocation of Residential Rental License**
- 1759.99A (4) Reinstatement Fee - The fee to reinstate a revoked Residential Rental Registration or a Residential Rental License shall be one hundred (100) dollars per residential rental unit.**

Reference: City of Allentown Property Rehabilitation and Maintenance Code

To access the Property Rehabilitation Code online visit the City website at www.allentownpa.gov. Go to Government > Codified Ordinances> Part 17(Building and Housing Codes) Part 3> Property Rehabilitation Code

Please list all additional addresses below or attach sheet:

.....
.....
.....
.....