



437 Butler Street
Etna, PA 15223
P: 412-781-0569
F: 412-782-5302
www.etnaborough.org

Application for Residential Rental Property Registration and Inspection

PURPOSE

The Rental Property Registration and Inspection Application is to be filled out and submitted to the Borough each time there is a change in tenants for each rental unit. The application is required by the Borough of Etna to ensure that properties in the Borough meet the safety and maintenance requirements as outline by the most recent edition of the International Property Maintenance Code (Ordinance 1272). Additionally, this application ensures proper collection of the Borough's Wage Tax.

APPLICATION CHECKLIST

- Fully completed and signed application (to be completed by the **Property Owners**).
- Ensure rental property passed most recent rental property inspection (Properties are inspected once every three years by ward).
- An application must be submitted for *each property unit* .
- Any additional information deemed necessary by Borough of Etna officials.

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Incomplete Applications Will Not Be Reviewed



DATE:

PROPERTY INFORMATION

ADDRESS:		UNIT #:	WARD #:
LOT/BLOCK NO.:	NO. OF UNITS:	DATE OF LAST INSPECTION:	

PROPERTY OWNER INFORMATION

NAME:	EMAIL:
MAILING ADDRESS:	PHONE:

OCCUPANT INFORMATION

OCCUPANT #1:	D.O.B.:	PHONE:
EMPLOYER NAME/ADDRESS:		
OCCUPANT #2:	D.O.B.:	PHONE:
EMPLOYER NAME/ADDRESS:		
OCCUPANT #3:	D.O.B.:	PHONE:
EMPLOYER NAME/ADDRESS:		
OCCUPANT #4:	D.O.B.:	PHONE:
EMPLOYER NAME/ADDRESS:		
OCCUPANT #5:	D.O.B.:	PHONE:
EMPLOYER NAME/ADDRESS:		

SIGNATURE

I certify to the best of my knowledge and belief that the information given for the forgoing property is true and correct.

OWNER/OWNER'S AGENT SIGNATURE

PHONE

DATE

BOROUGH USE ONLY

RECEIVED:	INSPECTION COMPLETED ON:	FEE: \$
		Cash
		Check #