

**BOROUGH OF CATASAUQUA**  
**2026 RESIDENTIAL RENTAL LICENSE APPLICATION**

90 BRIDGE STREET, CATASAUQUA, PA 18032

PHONE: 610-264-0571

www.Catasauqua.org

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**Information & Instructions**

**Deadline & Cost**

- Applications and payments are due **December 31, 2025**.
- The fee is **\$75 per rental unit**, which includes the required inspection (every two years).
- **One application must be submitted per property address.**
  - Multiple units at the same address may be listed together.
  - Multiple property addresses **cannot** be combined on one form.
- Applications submitted without payment and a complete tenant list will be considered **incomplete** and will not be accepted.

**Who Must Register**

- **All rental units must be registered annually.**
- The former allowance for “unregulated units” (such as those rented to family members) is **no longer permitted**.
- The **only exemption** is for **owner-occupied units**, which do not require a license or fee.
- All other units, without exception, requires an annual license and payment of the **\$75 per unit fee**.

**Inspection Requirements**

- All rental properties must be inspected **every two (2) years**.
- **Odd-numbered addresses** are inspected in **odd years**.
- **Even-numbered addresses** are inspected in **even years**.
- The Borough will schedule inspections after applications are processed.

**Tenant List Requirements**

- Each **adult occupant (tenant)** must be listed by full name.
- For **minor children**, list only the number of children (do not include names or ages).

**Property Manager Requirement**

- If the owner lives more than **five (5) miles outside the Borough**, a **local property manager/agent** must be designated.
- The manager must:
  - Reside within five miles of the property, and
  - Be authorized to make decisions on behalf of the landlord.
- Complete contact information for the manager is required.

**Other Important Rules**

- **Tenant Change Notification** – Landlords/managers must notify the Borough within **10 days** of any tenant change.
  - Failure to do so results in a **\$100 fine for the first offense**, with higher fines for repeated violations.

(See other side for more information)

- **Nuisance/Disruptive Conduct** – If a tenant causes **three (3) disruptive conduct incidents in 12 months**, or violates federal, state, or local law at the property, the Code Enforcement Officer may issue notice requiring eviction.
  - The landlord/manager must begin eviction proceedings within **15 days** and continue until resolved, unless the tenant vacates voluntarily.

#### **Fee Schedule**

- \$75 per unit (if paid by **12/31/2025**)
- \$50 late fee per unit (applications received after **1/1/2026**)
- \$75 “No Show” fee (if the Borough is not notified at least 72 hours before a scheduled inspection)
- \$75 re-inspection fee per unit (if unit fails the initial inspection)

**All Forms and Permit applications are available on the Borough website:**  
[www.catasauqua.org](http://www.catasauqua.org)

**BOROUGH OF CATASAUQUA**  
**2026 RESIDENTIAL RENTAL LICENSE APPLICATION**

As required by Borough Ordinance Chapter 207, the undersigned hereby applies for a Residential Rental License for calendar year 2026. Application and fee are due by December 31, 2025. (Late fees will be applied after 12/31/25). Applications submitted without payment and/or tenant list will be considered incomplete and will not be accepted. ALL rental units, even those occupied by family members, must be registered yearly and inspected every two (2) years.

**FEE SCHEDULE:** This includes one annual license per unit and inspection: \$75 per unit if paid by 12/31/25  
Late fee of \$50 per unit will be added if received January 1, 2026 or later.  
No Show inspection fee of \$75 if Borough is not notified at least 72 hours prior to inspection day/time.  
\$75 re-inspection fee per unit if unit fails on the initial inspection

**OWNER INFORMATION:**

Name of Owner: \_\_\_\_\_  
Address of Owner: \_\_\_\_\_  
Owner Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

**MANAGER/AGENT INFORMATION**

Property Manager/Agent (if Applicable): \_\_\_\_\_  
Address of Manager/Agent: \_\_\_\_\_  
Manager/Agent Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

**Manager/Agent Acknowledgment:**

I, the above signer, acknowledge that I have been designated as the Manager/Agent for the above property and have received all keys, codes, and passwords needed to carry out this duty.

**RENTAL PROPERTY INFORMATION:**

Property Address: \_\_\_\_\_  
Total number of Units in Building: \_\_\_\_\_ Owner Occupied Unit (yes/no) \_\_\_\_\_  
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**I, the undersigned, hereby certify that the information contained in this application, including the tenant list, is true and correct.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed or Typed) \_\_\_\_\_

**THIS SPACE FOR BOROUGH OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Date Issued: \_\_\_\_\_

License #: \_\_\_\_\_ Property ID # \_\_\_\_\_ Amount Paid: \_\_\_\_\_

**BOROUGH OF CATASAUQUA**  
**TENANT/OCCUPANT LIST**

**Property address:** \_\_\_\_\_

List must be typed or computer PRINTED. Handwritten applications will be accepted only if clear and legible. Illegible applications will be returned and considered not filed.

List apartment/unit number for each tenant.

List names of all adult tenants/occupants and the number of minor children that will be living at this property.

| Apartment/Unit # | Name: Last, First, Middle Initial |
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