

Department of Code Enforcement

Jordan Cooper, Certified Zoning Official

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2026

**Application for License to Operate
Multiple Dwelling Structure or Regulated Rental Property**

CHAPTER 166, SUBSECTION 166-7A, of the Code of Ordinances of the Borough of East Washington provides: License required. As a prerequisite to entering into a rental agreement or permitting the occupancy of any regulated dwelling unit, the owner of every regulated dwelling unit shall be required to apply for and obtain an occupancy license for the regulated dwelling unit. A license shall be required for all regulated dwelling units. **The fee is \$100.00 per unit due by July 1st, payable by check or cash. We will begin accepting card payments in the near future for your convenience. Please disregard this notice if you have already sent in your registration for 2025.**

THEREFORE, the undersigned hereby makes application for a license to operate a multiple dwelling or regulated rental structure under the applicable provisions of the Code of Ordinances of the Borough of East Washington; specifically, Chapter 166, Subsection 166:7.

Rental Property Details

- Rental Property Address: _____
- Parcel ID No.: 290 - _____ - _____ - _____ - _____
- Total Number of Units in the Structure: _____

Property Owner Information

- Full Name: _____
- Mailing Address: _____

- Phone Number: _____
- Email Address: _____

Property Manager / Contact Person (If NOT THE OWNER)

- Full Name: _____
- Mailing Address: _____

- Phone Number: _____
- Email Address: _____

Waste Hauling Information

The Borough's contracted waste hauler for 2025 is Big's Sanitation. Garbage fees are billed per property and for each regulated dwelling unit. Dumpster services must be arranged through Big's Sanitation, except for properties with more than four units, which may select a waste company of their choice.

- All solid waste must be collected by the Borough's contracted hauler (except for buildings with more than four units).
- Property owners, not tenants, are responsible for waste fees.

Owner's Certification & Signature

By signing below, the applicant:

- ☐ Agrees to allow inspections deemed necessary by the Code Enforcement Officer.
- ☐ Understands the license is non-transferable upon sale of property.
- ☐ Certifies that the property complies with all applicable Borough Codes.

Please check the above boxes.

Signature of Property Owner or Authorized Agent: _____

Date: _____

2026 Tenant Information (A SEPARATE SHEET MAY BE ATTACHED)

Tenant Name	Unit #	Date of Lease
_____	_____	_____
_____	_____	_____
_____	_____	_____