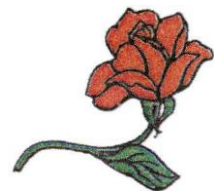


# BOROUGH OF NAZARETH

134 S. MAIN STREET  
NAZARETH, PA 18064  
610-759-0202 trish.rogers@nazarethboroughpa.gov



## Re: Yearly Rental Registration Renewal

Dear Property Owner,

The Borough of Nazareth adopted Ordinance No. 799 titled "Residential Rental Property Registration, Licensing and Inspection, on August 4, 2014. This ordinance requires, among other things, the registration of all residential rental units within the Borough and the inspection of those units to ensure that they are in compliance with the Borough's Property Maintenance Code, adopted and amended by Ordinance No. 698 on June 7, 2004. The full ordinance can be found in Chapter 13 under the ordinance tab on our website at [nazarethboroughpa.com](http://nazarethboroughpa.com).

According to Nazareth Borough records, you are the owner of one or more rental units located within the Borough limits and that has been confirmed by Northampton County property records. The registration form included with this letter, ***must be completed in its entirety and returned with the required fees by March 1, 2026***, to the Borough of Nazareth – 134 S. Main St., Nazareth, PA 18064. We have installed a white mailbox on the building to the left of the entrance doors if you prefer to drop it off. Please make checks payable to the Borough of Nazareth. Please make additional copies if extra space is needed and file a registration for each property/unit rented.

Reminder: Any rental unit not registered by March 1, 2026, property owners shall be subject to a citation and upon conviction thereof, be sentenced to a fine not exceeding **Six Hundred dollars (\$600.00)** plus costs. Following the established March 1, 2026, deadline, all delinquencies will be turned over to the Borough Solicitor for further action. Each day the dwelling units remain unregistered beyond March 1, 2026, shall constitute as separate offenses.

The Borough, in partnership with Barry Isett and Associates, will resume the rental inspection process in 2027. The Borough has been divided into quadrants 1-4. Broad Street divides the East and West. Mauch Chunk divides the North and South. Quadrant 1 will be inspected in 2027.

More detailed instructions will be sent to the property owners for the quadrant that will be inspected in 2027.

Questions may be directed to the Administration Office at 610-759-0202 or email [trish.rogers@nazarethboroughpa.gov](mailto:trish.rogers@nazarethboroughpa.gov).

Borough of Nazareth Administration

Cc: Alfred S. Pierce, Esq. – Solicitor

**BOROUGH OF NAZARETH**  
**RESIDENTIAL RENTAL UNIT REGISTRATION FORM**  
(PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION)

PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_ RENTAL UNITS AT THIS PARCEL: \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**DEEDED PROPERTY OWNER**

NAME: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**PROPERTY MANAGER/COMPANY: (IF APPLICABLE)**

NAME/FIRM: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**TENANT(S) INFORMATION**

**UNIT #**    **OCCUPANT:** NAME ON LEASE \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAMES OF OTHER UNIT OCCUPANTS OVER AGE OF 18 \_\_\_\_\_  
\_\_\_\_\_

**UNIT #**    **OCCUPANT:** NAME ON LEASE \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAMES OF OTHER UNIT OCCUPANTS OVER AGE OF 18 \_\_\_\_\_  
\_\_\_\_\_

**UNIT #**    **OCCUPANT:** NAME ON LEASE \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAMES OF OTHER UNIT OCCUPANTS OVER AGE OF 18 \_\_\_\_\_  
\_\_\_\_\_

**UNIT #** \_\_\_\_\_ **OCCUPANT: NAME ON LEASE** \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAMES OF OTHER UNIT OCCUPANTS OVER AGE OF 18 \_\_\_\_\_

\_\_\_\_\_

**UNIT #** \_\_\_\_\_ **OCCUPANT: NAME ON LEASE** \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAMES OF OTHER UNIT OCCUPANTS OVER AGE OF 18 \_\_\_\_\_

\_\_\_\_\_

**UNIT #** \_\_\_\_\_ **OCCUPANT: NAME ON LEASE** \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAMES OF OTHER UNIT OCCUPANTS OVER AGE OF 18 \_\_\_\_\_

\_\_\_\_\_

**UNIT #** \_\_\_\_\_ **OCCUPANT: NAME ON LEASE** \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAMES OF OTHER UNIT OCCUPANTS OVER AGE OF 18 \_\_\_\_\_

\_\_\_\_\_

**UNIT #** \_\_\_\_\_ **OCCUPANT: NAME ON LEASE** \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAMES OF OTHER UNIT OCCUPANTS OVER AGE OF 18 \_\_\_\_\_

\_\_\_\_\_

**\*\*\*PLEASE NOTE THE FOLLOWING:**

**ANNUAL RENEWAL FEE IS TWENTY-FIVE (\$25.00) DOLLARS PER UNIT/APARTMENT**

**NEW REGISTRATION FEE IS FORTY (\$40.00) DOLLARS PER UNIT/APARTMENT**

**The New Registration Fee is for Newly Owned Properties as well as Properties that have never been registered.**

ALL REGISTRATION FEES ARE DUE "IN FULL" BY MARCH 1, 2026

MAKE ALL CHECKS PAYABLE TO: THE BOROUGH OF NAZARETH

**RETURN COMPLETED FORM & FEES TO: THE BOROUGH OF NAZARETH**

ATTENTION: RENTAL REGISTRATION

134 S. MAIN STREET

NAZARETH, PA 18064

**QUESTIONS: 610 - 759 - 0202**

**e - mail: trish.rogers@nazarethboroughpa.gov**