

**ANNUAL REGISTRATION FORM FOR  
LICENSE PURSUANT TO CONWAY'S  
LANDLORD/TENANT ORDINANCE**

LOCATION OF RENTAL PROPERTY \_\_\_\_\_

OWNER NAME/ADDRESS \_\_\_\_\_

OWNER TELEPHONE NUMBER \_\_\_\_\_

If the owner does not live in the local-calling area, or is a corporation, the following is required:

MANAGER NAME/ADDRESS \_\_\_\_\_

MANAGER TELEPHONE NUMBER \_\_\_\_\_

**TYPE OF RENTAL DWELLING**

\_\_\_\_\_ One family rental unit

\_\_\_\_\_ Two family rental unit

\_\_\_\_\_ Multi-family: 3 to 10 units- \_\_\_\_\_ number of units

\_\_\_\_\_ Multi-family: over 10 units- \_\_\_\_\_ number of units

\_\_\_\_\_ Rooming house, dormitory, or hotel- \_\_\_\_\_ number of units

The following information is required of **all** persons living in rental unit(s).

PLEASE PRINT LEGIBLY

<u>UNIT #</u>	<u>NAME</u>	<u>M/F</u>	<u>AGE(if minor)</u>
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If this information changes during the year (i.e. tenant departure, new tenant), it must be reported within 15 days to the Borough Secretary's Office.

**This completed form and fee payment must be returned to the Borough Secretary's Office, 801 First Avenue, Conway, PA, 15027 .**

DWELLING TYPE

One family unit

Two family unit

Multi-family: 3-10 units

Multi-family: over 10

Rooming houses, dormitories, and hotels

FEE SCHEDULE

\$25.00

\$25.00

\$20.00 per unit

\$15.00 per unit

\$15.00 per unit