

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

LOCATION OF RENTAL PROPERTY _____

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

NUMBER OF TENANTS _____

PLEASE LIST THE NAMES OF TENANTS ON THE BACK OF FORM

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 _____

LIST INSPECTION CONTACT(S) NAME AND DAYTIME TELEPHONE
NUMBER(S) FOR EACH UNIT:

(1) _____

(2) _____

USE BACK OF PAGE FOR ADDITIONAL NAMES/UNITS

**This completed form and fee payment must be returned to the Borough
Secretary's Office, 801 First Avenue, Conway, PA, 15027 within 15 days.**

<u>DWELLING TYPE</u>	<u>INITIAL FEE SCHEDULE</u>
One family unit	\$50.00
Two family unit	\$75.00
Multi-family: 3-10 units	\$100.00
Multi-family: over 10	\$125.00 plus \$10.00 per unit
Rooming houses, dormitories, and hotels	\$125.00 plus \$10.00 per unit

Inspections will be scheduled by the Borough's appointed inspector. Cost for inspection is to be paid by Owner of property to the inspection company. One-year Occupancy License will be issued after passage of inspection.

