

BOROUGH OF CONWAY  
RENTAL REGISTRATION APPLICATION

ADDRESS OF RENTAL PROPERTY

\_\_\_\_\_

IF MULTIPLE RENTAL PROPERTIES OWNED - PLEASE DUPLICATE FORM AND PROVIDE INFORMATION ON EACH SEPARATE RENTAL PROPERTY

OWNER NAME \_\_\_\_\_

Address \_\_\_\_\_

Telephone number(s) \_\_\_\_\_

Email Address \_\_\_\_\_

PROPERTY MANAGER INFORMATION , if applicable

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number(s) \_\_\_\_\_

Email Address \_\_\_\_\_

TYPE OF RENTAL DWELLING

FEE SCHEDULE

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

\$75.00

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

\$100.00

Multi - family: 3 - 10 units \_\_\_\_\_

\$125.00

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

\$150.00 + \$20.00 per unit

Full amount of fee is due with initial inspection. For each required reinspection, the full amount of fee is due prior to reinspection.

Each license shall have an annual term running from January 1 of the applicable year to December 31 of the same year. Rental Registration License inspection shall be valid for a period of two (2) years. If an inspection is not due, the license renewal shall be accompanied by a \$25 administrative fee.

Once payment is received, inspections will be scheduled by the Borough's appointed inspector. Any owner of a residential rental unit shall notify the Borough within ten (10) days of a new occupant in the residential rental unit.

PLEASE PRINT LEGIBLY

TENANT NAME AND PHONE NUMBER  
APARTMENT NUMBER IF APPLICABLE

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Signature \_\_\_\_\_

Date \_\_\_\_\_

DUPLICATE FORM AS NEEDED - additional forms may be obtained at the Borough Building  
Return completed form and fee payment to:

Borough of Conway  
801 First Avenue  
Conway, Pa 15027  
724-869-5550