



City of Washington
DEPARTMENT OF CODE ENFORCEMENT
55 West Maiden Street, Washington, PA 15301
RENTAL REGISTRATION APPLICATION

Year _____

Complete ONE Application Per Unit.

Section I : Type of Registration

New Renewal Update of property/owner information

Section II : Owner Information This section refers to the owner or owners who hold legal title (required)

Owner's Name: _____

Owner's Address: _____

City: _____ State: _____ Zipcode: _____

Primary Phone # _____ Secondary Phone # _____

Fax # _____ Email Address: _____

Section III : Property Management Information Broker License # _____

Name of Management Company: _____

Address: _____

City: _____ State: _____ Zipcode: _____

Primary Phone # _____ Secondary Phone # _____

Fax # _____ Email Address: _____

Section IV : Rental Property Location

Location : _____

Parcel Number: _____

City of Washington
DEPARTMENT OF CODE ENFORCEMENT
 55 West Maiden Street, Washington, PA 15301
RENTAL REGISTRATION APPLICATION (Page 2)

Section V : Tenant Registration

First Name	Last Name	Middle Initial	Phone #

Section VI: Type of Rental Unit

Check one

<input type="checkbox"/> Single Family	<input type="checkbox"/> Two-Family Dwelling	<input type="checkbox"/> Multi Family	<input type="checkbox"/> Hotel / Motel
<input type="checkbox"/> Rooming House / Boarding	<input type="checkbox"/> Dorm Rooms	<input type="checkbox"/> Personal Care	

Section VII: Registration Fees

Description	Charge	Total
Annual Rental Registration Permit	NO CHARGE	
IF REQUESTED		
Building Inspection Fee		

Failure to complete and return the application by due date will result in a penalty of \$108.00 and the automatic scheduling of the unit inspection for \$100.00 being added to your account. Further violation of this ordinance will result in a fine of not less than \$300.00 but not more than \$1000.00 per each unit per each month that the rental unit is not registered or inspected as required by this ordinance

RETURN COMPLETED APPLICATION TO THE CITY OF WASHINGTON
 City of Washington, 55 West Maiden Street, Washington PA 15301

I hereby certify that to the best of my knowledge this form is complete and correct and will conform to all City Ordinances.

Signature of Property Owner or Manager

Date

This form may be duplicated if additional forms are needed