

City of Washington
55 West Maiden Street
Washington PA 15301

City of Washington

Rental Registration 55
West Maiden Street
Washington PA 15301
Phone: (724) 223-4200 Option 1 Ext6
washington.cityclerk@gmail.com



2023 / \$15.00 per unit

Account Number

REGISTRATION FORM ON PAGE 3 & 4 BELOW

Location / Unit

Due Date: November 3, 2023

NOTE:

- *****NEW***** Registration now requires a \$15.00 annual fee per unit. You may write one check for multiple properties, but all units require their own registration forms.
- Registration forms must accompany payment (made payable to City of Washington) and can be mailed to:

City of Washington
Rental Registration
55 West Maiden Street
Washington, PA 15301
- Registration and payment may also be completed online at <https://washingtonpa.us/rental-registration>. (Credit Card Fees applicable)
- Failure to return the completed Rental Registration Application by the due date will result in your account being in **noncompliance with Ordinance No. 1855**, resulting in penalties and inspection fees added to your account.
- A form must be completed for every rental property (including unoccupied rentals) and returned by due date. **A \$108.00 penalty will be assessed for each account/unit not in compliance.**
- To receive a date-stamped receipt be sure to include a postage paid self-addressed envelope.

Permit

**City of Washington
Rental Registration
2023**

FEE PER UNIT: \$15.00

DUE DATE: November 3, 2023

Location:

Account Number:

DATE RECEIVED: _____

Customer Copy

**THIS FORM IS NOT PROOF OF COMPLIANCE UNLESS DATE STAMPED
BY THE CITY CLERK. COMPLETE FORM BELOW.**

You must include a postage paid self-addressed return envelope to receive a date stamped receipt.



City of Washington

55 West Maiden Street, Washington PA 15301

Phone: 724-223-4200 Option 1 Ext 6- Fax: 724-223-4229

RENTAL REGISTRATION APPLICATION

Complete **ONE** Application **Per Unit**

Due Date: November 3, 2023

Fee: \$15.00 per unit annually

Year: 2023

Section I: Type of Registration

- ☐ New ☐ Renewal ☐ Update of property/owner information ☐ Unoccupied (New form must be updated once occupied.)

NAME:
ACCOUNT NUMBER:
SERVICE LOCATION

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: _____ UNIT #: _____
Parcel Number: _____



City of Washington

55 West Maiden Street, Washington PA 15301

RENTAL REGISTRATION APPLICATION

Due Date: November 3, 2023

«AccountNum»

Section V: Tenant Registration *

Last Name	First Name	Initial	Phone Number

* If needed, list additional tenant registrations on back.

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	

Length of Lease _____ Lease Expiration Date _____ Date of Residency _____

Section VII: Registration Fees

Description	Charge	Total
Annual Rental Registration Permit	\$15.00	\$15.00
Non-Compliance Penalty if not submitted by 11/3/2023	\$108.00	
Unit Inspection fee for Non-Compliance after 11/3/2023	\$100.00	\$208.00

Annual fee per unit-\$15.00. 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 \$1,000.00 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, Rental Registration, 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

Receipts will be sent only if you send a self-addressed POSTAGE PAID envelope with your forms

This form may be duplicated if additional forms are needed