

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](mailto:washington.cityclerk@gmail.com)



**2024 / \$15.00 per unit**

Account Number

Location / Unit

REGISTRATION FORM ON PAGE 2 & 3 BELOW

Due Date: November 4, 2024

**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 accessed 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  
2024**

Location:

Account Number:

DATE RECEIVED: \_\_\_\_\_

FEE PER UNIT: \$15.00

DUE DATE: November 4, 2024

**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 4, 2024

Fee: \$15.00 per unit annually

Year: 2024

### Section I: Type of Registration

NAME:  
ACCOUNT NUMBER:  
SERVICE LOCATION

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

### 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 4, 2024

«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

Single Family     
  Two-Family Dwelling     
  Multi Family     
  Hotel/Motel  
 Rooming House/ Boarding     
  Dorm Rooms     
  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
<b>Non-Compliance Penalty if not submitted by 11/4/2024</b>	\$108.00 <b>Total Fee with penalty if not paid by 11/4 .....</b>	\$123.00

**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**