GRATZ BOROUGH

RENTAL PROPERTY REGISTRATION

Rental Occupancy Permit Application | Ordinance No. 031324

RETURN TO: Borough Secretary | P.O. Box 305 | 125 N. Center Street, Gratz, PA 17030

Complete one form per rental unit. Submit to the Borough Secretary with a copy of your certificate of insurance and any applicable fee. Attach additional sheets if needed.

01 RENTAL UNIT & TENANTS

Property street address

Unit / apartment

Submission (circle one): Initial application / new owner Renewal Tenant / occupancy update

Names of all current or prospective tenants (not limited to adults)

Additional tenant names / indicate if vacant

02 PROPERTY OWNER

Owner name(s) / legal entity

Telephone

Owner mailing address

03 DESIGNATED AGENT / PROPERTY MANAGER

Complete when required by Sections 2D and 2G. A local agent must meet the ordinance's residence requirements; a P.O. box is not acceptable for the agent's address.

Agent name (individual)

Telephone

Agent street / mailing address

04 REQUIRED INSURANCE

Insurance company

Policy number

Expiration date

Attach certificate: general liability of at least $100,000, plus required hazard / casualty coverage.

I certify that the information provided is accurate. By signing, the designated agent acknowledges the legal obligations imposed on the agent under this ordinance.

Owner signature

Date

Agent signature (if appointed)

Date

REMINDERS: Permits are valid for two years from issuance. Report tenant / occupancy changes in writing within 10 days. This application is not a permit; required review and inspection must be completed.