Instructions for Landlord Registration of Rental Properties

Who is required to register:

- The owner of any Residential Rental Unit within Forks Township is required to register **each rental unit (occupied or not) every year.**

Who is responsible for registering:

- The owner of any Residential Rental Unit in Forks Township will be the responsible party for ensuring that all rental units are registered with the Township. It is the responsibility of the owner to notify the Township within 10 days of any purchase or transfer of a rental unit. It is also the responsibility of the owner to notify the Township within 10 days of a new tenant occupying, renting, or residing in a rental unit.

What is the cost of registration:

- The cost for registration is $25.00 per rental unit (must fill out application for each unit separately) if submitted on or before April 1st of the calendar year. The cost for registration will be $50.00 if submitted in the remainder of the calendar year.

How to register:

- Fill out the information required on the attached Registration Form and submit the form to the Code Enforcement Office at 1606 Sullivan Trail, Easton, PA 18040.

Violation of Ordinance:

- If the property where a Residential Rental Unit exists has an open/active violation from the Code Enforcement Office, no registration will be accepted until the violation has been corrected and closed out.
- Any Residential Rental Unit in Forks Township that is not registered with the Township by April 1st of each year will be subject to $100.00 **PER DAY** fine (along with reasonable court costs, legal fees, and any other expenses incurred by the Township in enforcement action).

Landlord Registration Form

Property Address: _____

Unit Number (if applicable): _____

Property Owner: _____

Address: _____

Phone Number: _____

Email: _____

Property Manager: _____

Address: _____

Phone Number: _____

Email: _____

Tenant: _____

Phone Number: _____

Email: _____

Any Other Pertinent Information: _____

_____

_____

_____

Property Owner Signature: _____

Date: _____