



LANDLORD RESPONSIBILITIES:

- All rental properties in the Borough must be licensed & registered (\$25.00 billed annually in January). Failure to register can result in a \$500.00 fine per month per unit.
- If the owner lives outside Northampton County, you must provide the Borough with the name, mailing address and telephone number of a responsible agent living within Northampton County.
- Before new tenants move in, it is the landlord's responsibility to have the property inspected. The property MUST pass the inspection and a Certificate of Occupancy will be issued. The rental inspection is \$50.00. The rental inspection application is available on the website or at Borough Hall. Once the Certificate of Occupancy is issued, the tenant may move in.
- Owners are responsible to pay for all fees owed to the Borough (ex., sewer, taxes or any other zoning fees) prior to approval of any permit or a CO.
- Please inform any tenants moving IN OR OUT to get a moving permit (\$5). A moving-in permit will not be issued until a rental inspection is completed and a CO is issued.
- A New Tenant Form must be completed and delivered to the Borough Office every time a tenant moves in.