

# WINDBER BOROUGH DEPARTMENT OF CODES AND INSPECTIONS

## RESIDENTIAL RENTAL UNIT REGISTRATION

**APPLICATION TYPE:**    **NEW RENTAL** (not previously applied for)       **EXISTING RENTAL**

**Section 1: RENTAL PROPERTY INFORMATION**

Rental Unit/Building Address: _____	
No. of Units Per Building: _____	How are Units Designated: _____ (e.g., etc.: A, B; 1, 2; 1 <sup>st</sup> Fl, 2 <sup>nd</sup>
Fl) How many leases are associated with this property: _____	

**Section 2: OWNERSHIP INFORMATION** (*Owner refers to Person or Persons with Legal Title*)

Owner's Name: _____			
Owner Address: _____	City: _____	St: _____	Zip: _____
Phone (Home): _____	Phone (Cell): _____		
Alternate Phone: _____	Email: _____		

**Section 3: OPERATOR/MANAGER/CONTACT PERSON** (*Mandatory if owner lives outside Somerset County*)

Name of Operator/Manager/Contact Person: _____			
Address: _____	City: _____	St: _____	Zip: _____
Phone (Home): _____	Phone (Cell): _____		
Alternate Phone: _____	Email: _____		

**IMPORTANT:**

Per Windber Borough Ordinances 2019-4 and 2019-5: By signing this application, the Borough of Windber can verify the statements contained herein. Submission to a false statement to a Public Official, pursuant to Section 4904 of Title 18 of the Pennsylvania Crimes Codes, constitutes a misdemeanor of the third-degree offense, punishable by a fine and imprisonment of not more than one year.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY**

<b>TENANT REGISTRATION FORM RECEIVED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Received by: _____	Date: _____

**INSTRUCTIONS:**

**Section 1.** Complete this section by giving the address of the Rental Unit or the address of the building that contains multiple units. An application must be filled out for each separate building. List the number of units per building and explain how the units are designated (example, 1<sup>st</sup> floor, 2<sup>nd</sup> floor, or a, b, c, etc.).

**Section 2.** In this section, list the owner name, address, city, state and zip code. Also list the owner phone numbers, home, cell and/or alternate, and email.

**Section 3.** Complete this section if the owner uses a contact person responsible for managing and maintenance of the facility. If the owner lives outside of Somerset County, or a county contiguous to Somerset County a contact person must be designated. This person shall be responsible for receipt of notices and scheduling of inspections.

Contact our office if you have any questions at (814) 467-9014 or email [windberboro@comcast.net](mailto:windberboro@comcast.net).

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**\*\*Additional forms for multiple property landlords can be obtained at the Windber Borough office at 1401 Graham Avenue or online at [windberboro.com](http://windberboro.com) under the Services and Information tab.\*\***