



# Township of Salisbury

LEHIGH COUNTY, PA  
2900 SOUTH PIKE AVENUE  
ALLENTOWN, PA 18103

OFFICE USE ONLY:

LICENSE NO: \_\_\_\_\_

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

## RENTAL REGISTRATION RENEWAL APPLICATION

**\*\*PLEASE SUBMIT ONE RENTAL APPLICATION PER RENTAL ADDRESS\*\***

Rental Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Property Manager/Company Name: \_\_\_\_\_  
(Required when owner lives more than 20 miles from the Township line)

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Manager Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### ANNUAL RENEWAL REGISTRATION:

All owners of any residential rental property located within the Township of Salisbury must register all units with the Township annually. The completed application and fee will be due by **February 28, 2022** for the current year.

### REGISTRATION FEE:

- |                                     |                   |
|-------------------------------------|-------------------|
| 1. Properties with 1-20 Units       | \$20.00 per Unit  |
| 2. Properties with 21-50 Units      | \$500.00 flat fee |
| 3. Properties with 51 or more Units | \$750.00 flat fee |

**LANDLORD – TENANT LIST:** It is the responsibility of the owner of any rental property to notify the Township of Salisbury in writing of all tenants residing in each rental unit. The owner must also notify the Township of Salisbury before any change of occupancy occurs in order that the required rental inspection be completed.

**Attached Tenant List must be filled out and returned with each renewal application regardless if there has been a change of tenants or not. If not filled out, this will be considered an incomplete application and penalties may apply.**

**The annual Registration Fee must be mailed to the Township along with the Rental Registration Form and Tenant List. Mail to: Salisbury Township, ATTN: Rental Dept., 2900 South Pike Avenue, Allentown, PA 18103.**

**INSPECTION SCHEDULING (ONLY WHEN REQUIRED)**

1. The property owner/landlord must schedule an inspection ONLY prior to a new tenant moving in.
2. Fee for inspection: The inspection fee is a fifty-dollar (\$50.00) flat fee which will cover an initial inspection and one re-inspection. The rental inspection fee is due at the time of the scheduled inspection.
3. Fee for additional re-inspections: Any additional re-inspections are subject to an additional fee of twenty-five dollars (\$25.00) per re-inspection until code compliance is achieved.
4. A checklist may be viewed on the Township website: [www.salisburytownship.pa.gov/wp-content/uploads/2019/03/Home-Insp-Guide-for-Owners-rev-3-14-19.pdf](http://www.salisburytownship.pa.gov/wp-content/uploads/2019/03/Home-Insp-Guide-for-Owners-rev-3-14-19.pdf)
5. All tenants must complete a Moving Permit prior to moving in, moving out, or moving within the Township.

**PLEASE COMPLETE BELOW:**

1. Total Number of Units on property: \_\_\_\_\_
2. Total Number of Units owner occupied: \_\_\_\_\_

**It is understood and agreed upon by this Applicant that any misstatement or misrepresentation of material fact, either with or without intention on the part of this Applicant, such as might or would operate to cause refusal of this application, shall constitute sufficient grounds for the revocation of this registration.**

**Any person, firm or corporation who or which violates the provisions of Ordinance (No. 11-2018-619) shall be subject to the following penalties**

- a. **First Violation: A fine up to \$300.00, or thirty (30) days imprisonment, or both.**
- b. **Second Violation: A fine up to \$500.00, or sixty (60) days imprisonment, or both.**
- c. **Third & Each Subsequent Violation: A fine up to \$1,000.00, or ninety (90) days imprisonment, or both.**

**Owner / Authorized Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

For any questions, please call: Rental Inspector – 610-797-4000 x 5894

NAME OF TENANT	ADDRESS	BLDG #	UNIT #