

**OFFICE USE ONLY**

G/F Receipt No. \_\_\_\_\_

Date \_\_\_\_\_

Check  Money Order  Cash

**CITY OF ERIE  
RESIDENTIAL RENTAL REGISTRATION  
Use one form for each building or complex**

**VALID: April 1, 2009 – May 15, 2010**

\_\_\_\_\_ Zip Code \_\_\_\_\_  
 Rental Unit Street Address \_\_\_\_\_  
 Building name if applicable \_\_\_\_\_

Type of Structure:	<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Flat/Duplex	<input type="checkbox"/> Apartment Building
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Rental Units	Fee Category	Fee Per Unit	Payment if Remitted:	Total Cost
_____	Annual Fee	\$40.00	On or before May 15, 2009	\$ _____
_____	Annual Fee	\$65.00	May 15 to June 30, 2009	\$ _____
_____	Annual Fee	\$80.00	After June 30, 2009	\$ _____
_____	New Ownership	\$40.00	Within 60 days of Sale, Transfer or Construction of Rental Unit(s)	\$ _____
_____	New Ownership	\$80.00	After 60 days of Sale, Transfer or Construction of Rental Unit(s)	\$ _____

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Liability Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_ Expiration Date \_\_\_\_\_

<b>Rental Units Per Floor</b>	<b>Owner Exemption</b>	<b>Family Exemption</b>	<b>Section 8 Exemption</b>
Basement _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 <sup>st</sup> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <sup>nd</sup> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 <sup>rd</sup> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 <sup>th</sup> + _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Proof of exemption must be provided at the time of reastration.

**OWNER INFORMATION:** No P.O. Boxes shall be accepted.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Cell Phone No.

\_\_\_\_\_  
E-Mail:

\_\_\_\_\_  
Preferred Method of Contact

**Please complete other side**

**IF THE OWNER IS A TRUST, PARTNERSHIP OR CORPORATION PROVIDE THE FOLLOWING INFORMATION OF THE MANAGING TRUSTEE, PARTNER OR PRESIDENT OF THE CORPORATION:** No P.O. Boxes shall be accepted.

\_\_\_\_\_  
Name Telephone No.

\_\_\_\_\_  
Street Address City, State, Zip Code

\_\_\_\_\_  
Cell Phone No. E-Mail: Preferred Method of Contact

**RESPONSIBLE AGENT INFORMATION:**

A Responsible Agent is defined as a person authorized by the owner to act in his behalf. All Responsible Agents must reside within Erie County, Pennsylvania.

- Owners of Rental Units residing in Erie County *may* designate a Responsible Agent to be named on the Registration/License.
- Owners of Rental Units residing out of Erie County **must designate** a Responsible Agent to be named on the Registration/License. : No P.O. Boxes shall be accepted.

\_\_\_\_\_  
Name Telephone No.

\_\_\_\_\_  
Street Address City, State, Zip Code

\_\_\_\_\_  
Cell Phone No. E-Mail: Preferred Method of Contact

**Your signature attests that on this date:**

1. Each dwelling unit has the appropriate number of operational smoke detectors.
2. Equipment, systems, devices and safeguards required by this code are maintained and are in working order.
3. Undersigned agrees to an interior/exterior inspection by the City of Erie or their designated official.

*By your signature you acknowledge the information provided in this registration is correct and acts as a temporary license to operate. This registration does not deem the property as code compliant or habitable.*

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Owner: \_\_\_\_\_

<b>Drop off application and payment to:</b>	<b>- OR -</b>	<b>Mail application and payment to:</b>
City of Erie, Rental Registration Office, <b>Lobby</b> 626 State St., Erie, PA 16501		City of Erie, Code Enforcement Office, <b>Room 407</b> 626 State St., Erie, PA 16501

**Checks should be made payable to THE CITY OF ERIE.**