

Lansford Borough
1 West Ridge Street
Lansford, PA 18232
Phone: 570.645.3900
www.boroughoflansford.com

LANSFORD 2025 RENTAL REGISTRATION

Attention all residential rental property owners: It is crucial to obtain your overdue 2024 License. For all licenses not renewed, a late fee of \$30 per month was applied starting June 1, 2024, until December 31, 2024, for each unit. Failure to renew the 2024 rental license on February 28, 2025, will result in a violation of Lansford Borough regulations, and penalties will be imposed. We urge you to take prompt action to ensure compliance and prevent additional charges.

You cannot apply for or obtain a 2025 rental license until your overdue 2024 license is current. Residential Rental License Applications are required for all rental units within Lansford Borough. Please complete the enclosed Rental License Application and return it along with the required fees by May 1, 2025. The annual fee for each residential rental unit in Lansford Borough is **\$150**. This fee applies to all non-owner-occupied units and rental properties.

Requirements for license approval:

- Proof of current insurance (provide a copy of the insurance declaration page showing the rental property address, issuance, and expiration date. Note that the ordinance indicates minimum coverage requirements.
- A Borough inspection of the rental property to determine if the property is compliant with the Borough residential rental program.

Inspections:

- Inspections will be performed after the application and fee are submitted and in compliance.
- The Borough office will schedule inspections after the **inspection fee of \$150 per unit is paid.**
- The rental owner can **ONLY** cancel the inspection by emailing **contactus@lansfordboro.com** within **48 hours of your scheduled inspection date** without penalty. The Borough office will contact the owner with a new inspection date based on open availability.
- If a second inspection is required, an additional \$75 per unit will be charged.
- Rental units that failed the second inspection must resubmit Residential Rental License Applications with applicable fees and have properties re-inspected.

*****If the property is not a rental, please notarize and submit the Non-Rental Property Unit Form, noting that it is not a rental unit*****