

**BOROUGH OF LANSFORD**

1 West Ridge Street, Lansford, PA 18232

Phone: 570.645.3900

Monday – Friday 8:00 a.m. – 4:30 p.m.

Email : [contactus@lansfordboro.com](mailto:contactus@lansfordboro.com)

[www.boroughoflansford.com](http://www.boroughoflansford.com)

**RENTAL LICENSE APPLICATION**

***INCOMPLETE SUBMISSIONS WILL BE REJECTED AND RETURNED FOR RESUBMISSION.***

**SECTION 1 – APPLICANT INFORMATION (Deadline: *May 4, 2026*)**

- **License Number:** \_\_\_\_\_
- **Property Owner(s):** \_\_\_\_\_
- **Owner(s), President of LLC/Corporation, or Authorized Representative (Include full name, phone number, email, and mailing address):**

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- **Mailing Address:** \_\_\_\_\_
- **Phone Number:** (\_\_\_\_) \_\_\_\_\_
- **Email Address:** \_\_\_\_\_

**SECTION 2 – PROPERTY INFORMATION**

- **Rental Property Address:** \_\_\_\_\_
- **Type of Property:** [Checkbox]
 

<input type="checkbox"/> Single-Family	<input type="checkbox"/> Apartment
<input type="checkbox"/> multi-family	<input type="checkbox"/> Other: [Text Field]
<input type="checkbox"/> Duplex	
- **Parcel / Tax ID Number:** \_\_\_\_\_

**SECTION 3 – OCCUPANCY INFORMATION**

**LIST ALL TENANT(S) / OCCUPANT(S) INFORMATION {Everyone 18 years of age and older:**

1 \_\_\_\_\_ Name: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

2 \_\_\_\_\_ Name: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

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3 \_\_\_\_\_ Name: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

4 \_\_\_\_\_ Name: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

*Attach additional sheets if necessary.*

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**SECTION 4 – PROPERTY MANAGEMENT**

- **Manager Name:** \_\_\_\_\_
  - **Manager Address:** \_\_\_\_\_
  - **Manager Email:** \_\_\_\_\_
  - **Emergency Contact:** (\_\_\_\_) \_\_\_\_\_
  - **Maintenance Contact:** (\_\_\_\_) \_\_\_\_\_
- 

**SECTION 5 – REQUIRED DOCUMENTATION**

- Proof of Liability Insurance (must be attached to application)
  - Payment of License Fee (Amount: **\$200 per unit**) Please select one option: (*attach a copy of the payment*)
    - Check/Money Order
    - Credit/Debit Card
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**SECTION 7 – CERTIFICATION & SIGNATURE**

I hereby certify that the information provided is accurate and truthful to the best of my knowledge. I also confirm that the rental property will comply with all applicable borough ordinances. I understand that providing false information may result in the denial or revocation of the rental agreement.

- Owner Signature: \_\_\_\_\_
- Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_