

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

RESIDENTIAL RENTAL LICENSE REQUIREMENTS & APPLICATION

Residential Rental Licenses are required for **all rental units within Lansford Borough.**

SUBMISSION REQUIREMENTS:

All Rental License Applications must include:

1. Completed Rental License Application
2. Insurance Declaration (**Must show the property address, policy dates, and required coverage**)
3. Full payment of **\$200** per unit

INCOMPLETE SUBMISSIONS WILL BE REJECTED AND RETURNED FOR RESUBMISSION.

NOT A RENTAL

- Please submit the **Non-Rental Property Unit Form** to confirm your property is not rented. The affidavit must be notarized.

INSPECTIONS: *The Code Officer will schedule an inspection after we receive your complete application, insurance, and fee.*

- Scheduled inspections can be canceled without penalty up to **two business** days before the scheduled date by emailing **code@lansfordboro.com** during normal business hours
- A second inspection (if required) incurs an additional **\$100 per** unit
- Units **failing a second** inspection must resubmit a Rental License Application with applicable fees and be re-inspected