



BOROUGH OF BANGOR

197 Pennsylvania Avenue, Bangor, PA 18013

Phone: 610-588-2216 • Fax: 610-588-6468

<http://bangorborough.org>

2016 RESIDENTIAL RENTAL LICENSING APPLICATION

Please print or type all information. Application WILL NOT be processed if it is not completed entirely.

SECTION 1: Property Information

Address of Property: _____

SECTION 2: Rental Classification/Use Group Information. Please indicate the present occupancy type/use group. (If the building is mixed use, mark all of the appropriate classification/use groups).

1. ____ One Family Dwelling
2. ____ Two Family Dwelling
3. ____ Apartment/Condominium Building # of Units _____
4. ____ Other

Does the owner/tenant intend a change in occupancy classification/use group? ____ Yes ____ No

(If yes, please provide description of the proposed new use) _____

SECTION 3: Owner Information

Name(s): _____

Address: _____

City: _____ State: _____ ZipCode _____

Daytime Phone: _____ Cell Phone: _____

SECTION 4: Property Manager (If Applicable)

Name: _____ Company: _____

Address: _____

City: _____ State: _____ ZipCode _____

Daytime Phone: _____ Cell Phone: _____

SECTION 5: Is the owner a Corporation or LLP? ____ Yes ____ No

If NO, proceed to Section 6 **If Yes**, provide the following information

Name(s): _____

Address: _____

City: _____ State _____ Zip Code: _____

Chief Operating Officer(s): _____

Daytime Phone: _____ Cell Phone: _____

SECTION 6: Change of Tenant/Rental Information (Must be completed for all tenants)

Tenant Name(s): _____ Unit #: _____

Tenant Name(s): _____ Unit #: _____

Tenant Name(s): _____ Unit #: _____

Tenant Name(s): _____ Unit #: _____

Tenant Name(s): _____ Unit #: _____

(Attach separate sheet of paper if necessary)

Application is hereby made to the Borough of Bangor for approval to occupy the aforementioned location for the use as a Residential Rental Unit. I agree to comply with all of the Ordinances and Codes of the Borough and the Commonwealth of Pennsylvania. I will not occupy or allow occupancy of any land, structure or building other than for the uses stated and by the persons listed. If there is a change to the occupants of the property a moving permit must be obtained and notice of change in tenants provided. Failure to provide updated tenant information to the Borough is a violation of Borough Ordinance.

The owner, operator, responsible agent or manager of each Residential Rental Unit is responsible for ensuring compliance with Ordinance # 959 (Licensing Residential Rental Units), to include, but not limited to, paying the annual license/registration fee, ensuring biennial inspections are completed and requiring new tenants to obtain a moving permit.

Annual Rental License Fees

\$25.00 per unit, per year paid **by** June 30th

\$50.00 per unit, per year paid **after** June 30th

Re-Inspections: \$25.00 per unit

Owner or Operator's Name

Owner or Operator's Signature

Date

(FORM TO BE USED BY INSPECTOR)

Borough of Bangor Licensing Permit Inspection

Application Complete: (Yes / No) Permit Fee: _____ Form of Payment (Cash / Check)
Date of Inspection _____ Owner/Representative Present _____
Address of property to be inspected _____

Inspection

Sump Pump: Pass Fail _____
Electrical: Pass Fail _____
Doors/Windows: Pass Fail _____
Interior Stairs/Rail: Pass Fail _____
Ceilings/Floors: Pass Fail _____
Sanitary Toilets/Sinks: Pass Fail _____
Smoke Detectors: Pass Fail _____
Required means of Egress: Pass Fail _____
Exterior Stairs/Handrails: Pass Fail _____
Cooking Range: Pass Fail _____
Back Flow Preventer: Pass Fail _____
Heater/Water Heater: Pass Fail _____
Chimney: Pass Fail _____
Clothes Dryer Vented: Pass Fail _____
Locking Devices on Doors: Pass Fail _____
GFI Receptacles: Pass Fail _____
Carbon Monoxide Detector: Pass Fail _____
Maximum Occupancy: Pass Fail _____
Foundation: Pass Fail _____
House number: Pass Fail _____
Gutters & Downspouts: Pass Fail _____

Curbs, Sidewalks, & Driveway: Pass Fail _____

Weeds & Overgrowth: Pass Fail _____

Garage/Outbuildings: Pass Fail _____

Trash/Debris/Combustibles: Pass Fail _____

Passed Inspection YES NO

Re-inspection Required YES NO

Borough Official: _____

Signature: _____

Must be completed by each tenant and new resident
***See instructions on reverse**

Borough of Bangor
Earned Income Tax (EIT) Registration Form

Name: _____

Spouse's Name: _____

Borough Address: _____ Date of Residency: _____

Please list previous address and resident school district:

Address: _____ City _____ State _____ Zip: _____

School District: _____

Your Employer: _____

Working Jurisdiction (Twp/Boro/City) _____

Spouse's Employer _____

Working Jurisdiction (Twp/Boro/City) _____

Is Earned Income Tax withheld from your Pay? _____ From Spouse's Pay? _____

Are you self-employed? _____ Spouse? _____

If you have no earned income, please record the reason why: retired/homemaker/temporarily
unemployed/disabled/student/minor (please state age)/other (please specify)

You: _____ Spouse _____

Your Signature: _____ Date: _____

Please return form to:
Bangor Borough Administration Office
197 Pennsylvania Ave., Bangor PA 18013

Earned Income Tax Information for Residents of the Borough of Bangor

In Pennsylvania, the General Assembly has empowered political subdivisions of the Commonwealth, at the local level, to levy, assess, and collect certain types of taxes for general revenue purposes. The authority for levying these non-realty taxes was granted to local school districts and municipalities in 1965 through the passage of the Local Tax Enabling Act (LTEA), commonly referred to as ‘Act 511’. The rate of Earned Income Tax (EIT) for the Borough of Bangor is (1.23%) and is levied on gross wages and/or net profits from a business or profession. The Borough and school district share EIT revenue with 0.7% allocated to the school district and the remaining 0.53% allocated to the Borough.

Keystone Collections Group is the appointed earned income tax administrator for the Borough. As the appointed earned income tax administrator Keystone Collections Group is charged with the duty of collecting the Borough’s EIT taxes. This includes collecting the tax, establishing rules to fairly enforce such tax and creating accurate tax and accounts for each tax payer.

All residents must complete this form, regardless of your employment status (unemployed, retired, college student, military personnel, or homemaker). If you have recently moved, please give your current and former address.

Most resident taxpayers will have this tax deducted by their employers. Although, if you work in a jurisdiction where it is not withheld, or you are self-employed, you will have to pay the tax directly to Keystone Collections Group. Your completed registration form will be forwarded to Keystone Collections Group, who will create an accurate tax account reflecting your current reporting status and send you the necessary forms.

We appreciate your cooperation in completing the registration form. If you have any additional questions you may contact Keystone Collections Group at 724-978-0300.