



# **BOROUGH OF BANGOR**

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197 Pennsylvania Avenue, Bangor, PA 18013

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

<http://bangorborough.org>

## **2022 RESIDENTIAL RENTAL LICENSING APPLICATION**

**Applicable for period July 1, 2022 to June 30, 2023**

**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 \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **SECTION 4: Property Manager (If Applicable)**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZipCode \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**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): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Tenant Name(s): \_\_\_\_\_ Unit #: \_\_\_\_\_

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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**

\$30.00 per unit, per year paid **by** June 30<sup>th</sup>

\$60.00 per unit, per year paid **after** June 30<sup>th</sup>

Re-Inspections: \$20.00 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 \_\_\_\_\_

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**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  \_\_\_\_\_

Fire Extinguishers: 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.**