



City of Allentown
Residential Rental Unit Registration Application
(Instructions follow the form)

1 – Rental Information

Rental Unit Street Address

Dwelling Units

Rooming Units

2 – Ownership Information

Print Owner's Full Name

Owner's Signature and Date

Owner's Address (No P.O. Box Numbers)

Phone Number

Additional Line for Address (if necessary)

Cell Phone Number

City

State Zip

Email Address

Insurance Carrier

Insurance Agent's Name

Insurance Agent's Address

Insurance Agent's Phone Number

3 – Lehigh County Agent

- Owners residing in Lehigh County **may** designate an agent to be named on the Registration/License displayed in the unit
- Owners residing outside of Lehigh County **must** designate an agent residing or working within Lehigh County to be named on the Registration/License displayed in the unit

Print Responsible Agent's Name

Contact Number

Agent's Address (No P.O. Box Numbers)

Email Address

Return to: Bureau of Building Standards and Safety
641 S. 10th Street
Allentown, PA 18103-3173
Phone: 610-437-7695 Fax: 610-437-7693
Website: www.allentownpa.gov

Instructions to Owners

To complete the Residential Rental Unit Registration Application:

1. List the street address and how many dwelling/rooming units you are registering
2. Complete the ownership information as requested
3. If your residence is outside of Lehigh County you **must** designate an agent that resides or works within Lehigh County. You **may** designate an in-county agent if you reside within Lehigh County. The designated agent’s name, address, and phone number will be listed on the registration/license displayed in the unit. If no agent is designated, your name, address, and phone number will appear on the registration/license displayed in the unit.

ATTENTION LANDLORDS:

It is the responsibility of the owner to notify the Building Standards & Safety Bureau of any changes to the information that is provided on the original registration application.

The penalty for non-compliance with *Article 1759 – Licensing Residential Rental Units* – shall be the revocation of the residential rental registration or the residential rental license.

1759.05C Revocation of Residential Rental Registration

1759.06D Revocation of Residential Rental License

1759.99A (4) Reinstatement Fee – The fee to reinstate a revoked Residential Rental Registration or a Residential Rental License shall be one hundred (100) dollars per residential rental unit.

Reference: [City of Allentown Property Rehabilitation and Maintenance Code](#)

To access the Property Rehabilitation Code online visit the www.allentownpa.gov. Go to Government → Codified Ordinances → Part 17 (Building and Housing Codes) Part 3 → Property Rehabilitation Code

Please list additional addresses below (attach an extra sheet if necessary):

_____	_____
_____	_____
_____	_____