



# Borough of Denver

2016

## **INSTRUCTIONS FOR REGISTRATION AND LICENSING OF RESIDENTIAL RENTAL UNITS**

The Residential Rental Unit Code of the Borough of Denver stipulates that the owner or designee of each residential rental unit shall apply for and obtain an annual Residential Rental License for each residential rental unit **by January 1** of each calendar year. Prior to initial occupancy of newly constructed residential rental units, newly created residential rental units, or substantially rehabilitated residential rental units, the owner or designee shall register with and make written application to the Code Enforcement Officer for a Residential Rental License. You can view Chapter 144, Rental Units, Residential from the Code of the Borough of Denver which summarizes the requirements for the licensing and inspection of residential rental units in the Borough on the Borough's website at [www.denverboro.net](http://www.denverboro.net), or contact the Borough office to request a copy.

Residential rental licenses are issued annually to the owner or designee of residential rental units. A rental inspection of the unit must be completed prior to occupancy or re-occupancy. It is the responsibility of the landlord or designee to contact the Borough Municipal office at (717) 336-2831 when a vacancy occurs so that an inspection may be scheduled. It also is the responsibility of the landlord or designee to provide to the Borough the names of all new tenants, including children, of the residential rental unit within 30 days of their occupancy. The cost for the residential rental unit inspections is included in the annual registration fee.

Please complete the enclosed application making certain to indicate apartment numbers where applicable and provide the tenant's full name, phone number, and e-mail if applicable. This information also is used to update the Borough's Emergency Notification System. Return the signed application with the required fee to:

Denver Borough  
501 Main Street  
Denver, PA 17517

**Please note: On October 26, 2015 Borough Council increased the Residential Rental License unit fee from \$25.00 to \$35.00. The new fee is listed below:**

**Each RESIDENTIAL RENTAL UNIT ..... \$35.00, due by January 1, 2016**

(Single house, semi-detached, ½ double, row house, apartment, rooming unit, etc.)

Make checks payable to Borough of Denver.

**NOTE:** A late fee of \$10.00 per rental unit shall be assessed if payment for the Residential Rental License or Licenses is not paid within thirty (30) days after the due date. Please note it shall be unlawful for any person to conduct or operate or cause to be rented either as owner or designee any residential rental unit within the Borough without having a Residential Rental License as required by Ordinance No. 551.

501 MAIN STREET DENVER, PA 17517

PHONE (717) 336-2831 • FAX (717) 336-7190 • EMAIL [dboro@ptd.net](mailto:dboro@ptd.net)

[www.denverboro.net](http://www.denverboro.net)