



# MILFORD BOROUGH

500 Broad St., Milford, PA 18337

Zoning: 570-296-4255 • Main: 570-296-7140 • Fax: 570-296-6877

## ANNUAL Residential Rental Property Registration

Property Address: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

Type of Property:

☐ SINGLE FAMILY DWELLING: # Bedrooms: \_\_\_\_\_ # Bathrooms: \_\_\_\_\_ Vacant: \_\_\_\_\_

☐ GARAGE APARTMENT: # Bedrooms: \_\_\_\_\_ # Bathrooms: \_\_\_\_\_ Vacant: \_\_\_\_\_

☐ TWO FAMILY DWELLING: Unit #: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_ # Bathrooms: \_\_\_\_\_ Vacant: \_\_\_\_\_

☐ MULTI FAMILY DWELLING: Unit #: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_ # Bathrooms: \_\_\_\_\_ Vacant: \_\_\_\_\_

☐ COMMERCIAL MIXED USE Unit #: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_ # Bathrooms: \_\_\_\_\_ Vacant: \_\_\_\_\_

\*provide information for additional  
units on back or separate page Unit #: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_ # Bathrooms: \_\_\_\_\_ Vacant: \_\_\_\_\_  
Unit #: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_ # Bathrooms: \_\_\_\_\_ Vacant: \_\_\_\_\_

Are any units Owner Occupied? ☐ YES ☐ NO \*If yes, please indicate which unit: \_\_\_\_\_

Number of off-street parking spaces provided: \_\_\_\_\_

☐ RENEWAL (check box if renewal and owner information has not changed from previous year)

### Owner(s)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

If LLC/Business, provide member name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

☐ RENEWAL (check box if renewal and agent information has not changed from previous year)

**Agent** (if applicable. Agent must be provided if the owner is not a full-time resident within a 20-mile radius of the Borough. It is the responsibility of the Owner to notify the Borough in writing of any change to the Local Agent designation.)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby certify that I am the owner of the above referenced property and further certify that all foregoing statements are true. As owner, I agree to conform to all applicable laws of this jurisdiction. By signing below, I hereby authorize the Borough Code Enforcement Officer, or such other individual or firm appointed by the Borough Council, to enter the premises for the purpose of inspection.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

ANNUAL REGISTRATION FEE is \$25 per unit, or \$100.00, whichever is less. Payable to Milford Borough at time of submission.

# Instructions for completion

**Type of property and units:** For mixed use properties, list residential units only.

**Owner information:** If the property is listed as owned by an LLC or Business entity, we must have a person's name listed on the application. This is the name of the person signing the application.

**Agent:** If the owner lives more than 20 miles from Milford Borough, an agent must be listed. The agent can be anyone of the owner's choosing but will be responsible for addressing any issues that arise at the subject property, provide access to the inspector when needed and accept formal notices on behalf of the owner.

**Signature:** Application must be signed by the owner

## Frequently Asked Questions

**What is the annual registration fee?**

\$25 per unit, max \$100.00

**Fee Calculation:**

Initial/Annual Registration is \$25 per unit up to \$100.00 per property

If there is a vacant unit: \$100.00 (initial inspection of property and unit) plus the registration fee

More than one vacant unit: \$100.00 per unit (initial inspection of property and units) plus the registration fee.

NO vacant units: \$70.00 (initial exterior and common space inspection) plus the registration fee.

**What is the annual term?**

Jan. 1 – Dec. 31. All rental registrations are due by January 1<sup>st</sup> of each year.

**What do I include with my Residential Rental Property Registration?**

1. The completed form
2. Completed tenant registration form for all units
3. The appropriate fee based on # of units

**When do I need an inspection?**

1. When you initially register your rental property, we will conduct an exterior inspection along with an interior inspection of any common areas (areas shared by multiple tenants such as hallways, stairwells, foyer/lobby, etc.) There is a fee of \$70 for this inspection.
2. When you have a change of tenant we will inspect the vacant unit for compliance. We will also inspect the interior common areas and exterior at this time. There is a fee of \$100.00 for this inspection.

**Do I need an inspection every time my tenant changes?**

If the unit was inspected within the current annual term (Jan 1 – Dec 31), an inspection is not required.

**What items will be inspected?**

The complete list of items to be inspected is included in the amended ordinance available on the Borough website or by request.

**What happens if I don't pass the initial inspection?**

Any items found to be deficient on the initial inspection must be remedied in a timely manner and reinspected. There is a fee of \$70.00 for reinspection.

**Additional questions/concerns** – please contact the Borough Zoning Office.

Current Zoning Officer: Judith Acosta

201-315-8516

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