



CLEONA BOROUGH

140 West Walnut Street, Cleona, PA 17042
717-272-7167 www.cleonaborough.org

For Office Use Only:

License No. _____
Payment _____
Date Received _____

2025 RENTAL PROPERTY APPLICATION

Part A: Owner/Applicant

Rental Address:		Unit Number:	
Number of tenants age 18 & older:		Number of children under 18:	
Number of off-street parking:			
Owner/applicant:			
Owner Address:			
Home Phone:		Cell Phone:	
E-mail:			
Tax Parcel ID:			

Part B: Property Manager

No license shall be issued for a residential rental license unless the owner lives within thirty (30) miles of the municipal limits of the Borough, or they must designate a manager residing within thirty (30) miles of the municipal limits of the Borough. A post office box is not acceptable for the manager's address.

Manager/Company Name:			
Address:			
City, State, Zip:			
Contact Person Name:			
Contact E-mail Address:			

Part C: Tenant Information: (Attach a separate sheet if more than 5 tenants)

Name of tenant age 18 or older:				
Family Member?	Yes	No	If Yes, relationship to owner:	
Name of tenant age 18 or older:				
Family Member?	Yes	No	If Yes, relationship to owner:	
Name of tenant age 81 or older:				
Family Member?	Yes	No	If Yes, relationship to owner:	
Name of tenant age 18 or older:				
Family Member?	Yes	No	If Yes, relationship to owner:	
Name of tenant age 81 or older:				
Family Member?	Yes	No	If Yes, relationship to owner:	

Part D: Duties of Owners of Residential Rental Units	
Obtain and maintain a residential rental license for each residential rental unit.	
Provide the Borough within ten (10) days of occupancy with the number of tenants in the unit.	
Notify the Borough of changes in the occupancy of the residential unit with ten (10) days.	
Provide trash and recyclables collection and disposal services information and instruct tenants regarding the collection process for each item (curbside, dumpster, day of pick-up).	
Lease each residential rental unit to only one family. For the purposes of this paragraph, a family is defined in the Borough Zoning Ordinance.	
Retain a manager when this ordinance requires that a manager be designated.	
If the owner has appointed a manager, the manager shall be jointly responsible to fulfill all the obligations set forth herein. No owner may relieve himself of the responsibility to perform the duties set forth herein by appointing a manager.	
The owner shall notify the Borough within ten (10) days of any change in manager.	
Provide a copy of the residential rental license to the occupants of rental unit.	
Keep and maintain all residential rental units in compliance with the International Property Maintenance Code 2012, as amended "IPMC" to keep such property in good, safe condition.	
Every owner shall be responsible for regulating the property and lawful use and maintenance of every dwelling unit as well as be responsible to act to minimize disruptive conduct on the premises by the occupants of the units.	
Every owner shall provide a written statement or addendum to any lease agreement signed by each occupant establishing an owner's obligation to evict an occupant in the event of three (3) disruptive conduct violations within anyone (1) year period during which a residential rental license was required.	
In the event that an occupant(s) of a residential rental unit is involved in a third disruptive conduct violation within anyone (1) year period which a residential rental license was required, a Cleona Police Officer or the Enforcement Officer shall provide a written statement to the owner or manager that the property shall be vacated. If the disruption was caused by only one occupant, then the owner or manager may limit the vacate order to that person. Occupants shall be responsible to prevent their guests from engaging in disruptive conduct on the premises. The owner shall begin eviction proceedings within fifteen (15) days after receiving such statement and shall continue such proceedings to completion, without interruption, unless the occupants vacate the premises. Once an eviction is ordered, those occupant(s) shall not be permitted to occupy any area on the same lot for a minimum period of two (2) years. In addition, once an eviction is ordered, those occupant(s) shall not be permitted to occupy any dwelling unit that is owned by the same person or entity within Cleona Borough for a minimum of two (2) years.	
Failure of an owner to comply with this section as it pertains to disruptive conduct of an occupant shall result in the suspension or revocation of a residential rental unit license and shall be in violation of this part.	
This shall not limit the ability of an owner to evict occupants in compliance with State law for reasons other than violation in this section.	
A requirement to evict occupants shall not apply if a district magisterial judge rules in the occupant's favor during any eviction proceedings, or where a court appeal or other legal action has been filed that would lawfully prevent the eviction.	
The Cleona Police Department and/or Enforcement Officer shall maintain a list of occupants who were ordered to be evicted and the affected addresses. Such list shall be maintained for a minimum of three (3) years and shall be available for public review.	

Licenses are not transferable

Signature:		Date:	
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By signing this application, I certify that all facts in the application are true and correct. This application is being made by me to induce official action on the part of Cleona Borough and I understand that any false statements made herein are subject to the penalties of 18 Pa.C.S.A. 4904, relating to unsworn falsification to authorities.

This application is for the licensing of a residential rental unit as required by ordinance #316. Issuance of a Residential Rental Unit License does not indicate that the residential rental unit is in compliance with Borough Ordinances and/or any other applicable codes.

Exempt of the license fee: _____ Reason: _____