

INSTRUCTIONS FOR RENTAL APPLICATION

Rental unit address: A separate application will need to be completed for each rental unit, stating the address and apartment or room number.

Apartment/Room #: Enter appropriate apartment or room number.

Dwelling type: State dwelling type. (i.e. duplex, apartment, single home).

Total number of tenants in the unit: Number of adults and children under 18 identified in the lease agreement. No other person shall reside in the residential rental.

Total number of off street parking spaces: Provide number of parking spaces if applicable.

Owner name, address and phone numbers: Provide name of person/persons who holds the title and/or equitable owner of the rental unit. If more than one person owns the residential unit as joint tenants, tenants in common, or co-partnership, each such person shall be considered an owner and shall have all the duties of an owner under Ordinance #316.

Agent name, address and phone numbers: Provide name of an agent/manager who resides within 30 miles of the Borough of Cleona acting on behalf of the owner. A post office box is not acceptable for the agent's address.

Date, sign application and send to Borough office at the address at the bottom of the form along with the fifteen dollars (\$15.00) for each license renewal or twenty dollars (\$20.00) for each new rental unit payable to Cleona Borough.

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