



**City of Meadville**  
**Pennsylvania**  
**Rental Registration & Licensing**

894 Diamond Park  
Meadville, PA 16335-3497  
814.333.3351 (O)  
814.573.2088 (M)

gjohnson@cityofmeadville.org

**Due by Dec. 31, 2023**

## Rental Registration/License Application

Use one application for each rental unit. If more than one rental unit is owned by a specific individual, LLC or other entity, use the "Rental Registration/License Additional Unit Supplement" for each unit and attach to this Application along with proof of insurance. The Owner, Responsible Agent and Fee information contained in this Application shall serve for all of those units listed on the Supplement(s).

**Type of application:** \_\_\_ New \_\_\_ Renewal \_\_\_ Sale/transfer only \_\_\_ Check if Supplements are attached

### Owner Information

Individual/Business Name \_\_\_\_\_

Home/office phone \_\_\_\_\_

Street Address (No P.O. Boxes) \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Mobile Phone No. E-Mail Address

Preferred Method of Contact: Home/office phone \_\_\_ Email \_\_\_ Mobile phone \_\_\_ Text \_\_\_

### Responsible Agent Information

Owners are permitted but are not required to designate a Responsible Agent who may act on the Owner's behalf. All responsible agents must reside within a 40-mile radius of the City of Meadville.

Responsible Agent Name \_\_\_\_\_

Home/office phone \_\_\_\_\_

Street Address (No P.O. Boxes) \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Mobile Phone No. E-Mail Address

Preferred Method of Contact: Home/office phone \_\_\_ Email \_\_\_ Mobile phone \_\_\_ Text \_\_\_

### Rental Property Information

Street and Unit Address \_\_\_\_\_

Total Number of Rental Units at property: \_\_\_\_\_

**Fee**

All payments are due with application submittal and are to be made payable to "City of Meadville."

- Regular Fee Per Unit **\$76 (payable for initial registration and for re-registration of license)**
- Transfer registration Fee Per Unit **\$9 (payable only upon transfer of an existing license to different entity)**

_____	x	\$76	=	\$ _____
<b>Number of Units registered/re-registered</b>		<b>Regular Fee</b>		<b>Subtotal</b>
_____	x	\$9	=	\$ _____
<b>Number of Units transferred</b>		<b>Transfer fee</b>		<b>Subtotal</b>
<b>TOTAL FEE SUBMITTED WITH THIS APPLICATION AND ANY SUPPLEMENTS</b>				<b>\$ _____</b>

**Attachments and certifications**

- Attach certificate of fire/hazard insurance evidencing coverage of at least \$25,000 per unit
- All fines and costs of nuisance abatement, if any, have been paid Yes\_\_\_\_ No\_\_\_\_

**Certification**

Undersigned warrants that they have the proper authority to consent to an inspection and submit this application, agrees to an interior/exterior inspection by the City of Meadville and/or their designated official and explicitly grants permission for the inspection and ensures the undersigned or a duly appointed representative will be present to accompany the inspector. Undersigned further acknowledges the information provided in this registration is correct and signs this document subject to the penalty of perjury per 18 Pa.C.S.A. §4904 (relating to unsworn falsification to authorities). Further, it is acknowledged that this registration does not deem the property as code compliant or habitable.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Owner ("Self" if Owner): \_\_\_\_\_

**Penalty Note**

Per Section 14 of the City’s Residential Rental Licensing Program Ordinance, failure to register, failure to obtain a residential rental license or failure to correct deficiencies, as applicable, after having been given a notice of violation and an opportunity to come into compliance, will result in a fine charged against the owner of not less than \$100 nor more than \$500 per residential rental unit for each month the violation exists, plus any inspection/reinspection fees that have been charged and remain unpaid. Each month the violation exists and the unit is let for occupancy shall constitute a separate violation.

**OFFICE USE ONLY**

Date: \_\_\_\_\_ Payment Amount \$ \_\_\_\_\_

Check Number \_\_\_\_\_ Money Order Number \_\_\_\_\_ Cash \_\_\_\_\_

Zoning approval \_\_\_\_\_ Date \_\_\_\_\_

Building code approval \_\_\_\_\_ Date \_\_\_\_\_