



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

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Due by Dec. 31, 2023

Rental Registration/License Exemption Certification Form

Submit this form in lieu of the Rental Registration/License Application if the subject unit qualifies under Section 7 of the City of Meadville’s Residential Rental Licensing Program Ordinance, which allows two types of exemptions from licensing and inspection requirements are permitted, as follows:

1. Vacant residential units.
2. Units that are occupied by the parent, parent-in-law, grandparents, grand-parents-in-law or grandchildren of the owner or members of the owner’s immediate family and that no net income is earned by the owner through renting or letting the residential rental unit presents such other documentation as the code official may reasonably require to verify the name, relationship and legal address of the occupant. If at any time the statements in the certification form cease to be true, all provisions of this Ordinance shall apply.

Rental Unit Information

Street Address _____ Total Number of Rental Units: _____

Type of Structure (check all applicable):

___ Single Family Dwelling ___ Two Family ___ More than two units ___ Mixed use

Unit address(es) of Units That Are Vacant _____

Unit address(es) of Units That Are Occupied By Family _____

Family Exemption Documentation (attach additional sheets as necessary)

Unit address: _____

Name of Occupant(s): _____

Relationship(s) to Owner: _____

Unit address: _____

Name of Occupant(s): _____

Relationship(s) to Owner: _____

Attach driver’s license or other ID showing legal address for each of the adult occupants listed above

(OVER)

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

Certification

The undersigned warrants that they have the proper authority to submit this certification and acknowledges that 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, if at any time the Owner chooses to allow occupancy of a currently- vacant unit, all provisions of this Ordinance shall apply, including payment of fees and inspection; and if at any time the statements in the certification form cease to be true, all provisions of the Residential Rental Licensing Program Ordinance shall apply, including licensing and inspection by the City of Meadville and/or their designated official.

Signature _____ Date: _____

Relationship to Owner ("Self" if Owner): _____

There is no fee for submission of this form if the units meet the exemption qualification.

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: _____

Zoning approval _____

Date _____

Building code approval _____

Date _____