

**Borough of**  
*Langhorne*  
**PENNSYLVANIA**

114 E. Maple Ave, Langhorne PA 19047 | Phone: 215-757-3787 | clerk@langhorneborough.com | www.Langhorneborough.com

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APPLICATION FOR RESIDENTIAL RENTAL  
(One Application is required for EACH Regulated Rental Unit)

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

**PROPERTY INFORMATION**

Rental Property Address: \_\_\_\_\_

TMP No.: \_\_\_\_\_ Unit/Apartment Number: \_\_\_\_\_

Knox Box: Yes  No  Code: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Owner's Legal Name: (person signing below) \_\_\_\_\_

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

(P.O. Box will not be accepted – Physical Address required)

Bus. / Entity Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home / Bus. Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Emergency #: \_\_\_\_\_

**PROPERTY MANAGER INFORMATION (If Applicable)**

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

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

Phone Number (Daytime): \_\_\_\_\_ (Emergency/Cell): \_\_\_\_\_

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

Signature of Applicant: \_\_\_\_\_

**FOR OFFICE USE ONLY**

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Registration Number: \_\_\_\_\_ Payment Received: \_\_\_\_\_

Amount: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

# OPTIONAL

The following two pages are optional and can be added by the landlord or tenant if they wish. This is intended to help first responders at the time of an emergency.

**TENANT INFORMATION:** (List of tenants & contact information).

Name: (Lessee) \_\_\_\_\_

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

Unit # / App # / Identifier: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Additional Tenants In Unit: \_\_\_\_\_

\*For emergency purposes, list tenants (with identification of units) that may be using oxygen, or who may be physically or mentally impaired, e.g. blind, deaf, non-ambulatory, or any such condition that would require specialized care in the event of an emergency.

\_\_\_\_\_  
\_\_\_\_\_

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**TENANT INFORMATION:** (List of tenants & contact information).

Name: (Lessee) \_\_\_\_\_

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

Unit # / App # / Identifier: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Additional Tenants In Unit: \_\_\_\_\_

\*For emergency purposes, list tenants (with identification of units) that may be using oxygen, or who may be physically or mentally impaired, e.g. blind, deaf, non-ambulatory, or any such condition that would require specialized care in the event of an emergency.

\_\_\_\_\_  
\_\_\_\_\_

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## RESIDENTIAL RENTAL REGISTRATION PROGRAM

### Borough of Langhorne

114 E. Maple Avenue, Langhorne, PA 19047

Phone: 215-757-3787 | Email: [clerk@langhorneborough.com](mailto:clerk@langhorneborough.com)

Website: [www.langhorneborough.com](http://www.langhorneborough.com)

### APPLICATION INSTRUCTIONS

- **One application must be completed for each regulated rental unit.**
- All required fields on Page 1 must be completed in full. Incomplete applications may delay processing.
- Applications may be submitted:
  - By mail to the Borough Office (address above), or
  - By email to: [clerk@langhorneborough.com](mailto:clerk@langhorneborough.com)
- **Registration Fee:**
  - \$100 per unit (waived through December 1, 2026)

### REGISTRATION REQUIREMENTS

- All residential rental units must be registered within thirty (30) days of:
  - Initial rental, or
  - Creation of a new rental unit
- Each Residential Rental Certificate is valid for a period of three (3) years from the date of approval.
- A Use & Occupancy Inspection is required each time there is a change in tenant. This is separate from the registration process.
- Property owners or their designated agents must notify the Borough in writing within thirty (30) days of any changes to:
  - Ownership
  - Contact information
  - Property management
  - Unit status

### PROGRAM PURPOSE

The Residential Rental Registration Program is intended to:

- Protect and promote the health, safety, and welfare of Borough residents
- Assist emergency responders in identifying and accessing properties
- Ensure rental units are safe, habitable, and properly maintained
- Establish clear rights and responsibilities for property owners and tenants
- Improve the overall quality of rental housing within the Borough
- Maintain accurate records of rental properties and occupancy

### OPTIONAL EMERGENCY INFORMATION

Property owners and/or tenants may choose to complete the optional sections included in this application.

Tenant Information (Optional)

This section allows for listing occupants and emergency contact information for each unit.

You may also voluntarily provide information regarding individuals who may require special assistance in an emergency, including but not limited to:

- Oxygen use
- Mobility limitations (non-ambulatory)
- Visual or hearing impairments

- Other medical or cognitive conditions

Note: This information is used solely to assist emergency responders and is not required for registration.

### **Property Layout (Optional)**

The optional layout section is intended to assist emergency services in quickly navigating the property during an emergency.

Instructions:

- Use the provided boxes to sketch each floor of the unit or building
- Clearly label:
  - Entrances and exits
  - Windows
  - Stairways
  - Electrical panels / circuit breakers
  - Gas lines
  - Water shut-off locations
  - Oil tanks (if applicable)
- Do not include furniture or personal belongings
- Additional pages may be copied if needed

An example layout can be found on the Borough website under the Residential Rental Housing Registration Program page.

### **VIOLATIONS AND PENALTIES**

Failure to comply with the Residential Rental Registration requirements may result in enforcement action.

- Any violation of the ordinance constitutes a summary offense
- Upon conviction, penalties may include:
  - A fine of up to \$1,000, and/or
  - Imprisonment for up to 90 days
- Each day a violation continues after proper notice is given shall constitute a separate offense
- The imposition of penalties does not relieve the property owner of the responsibility to correct the violation within a reasonable timeframe

## VIOLATIONS AND PENALTIES

Any person, firm, proprietor or corporation who or which shall violate any provisions of this ordinance or fail to comply with its provisions or any regulation of this ordinance, shall be considered a summary offense, and, upon conviction shall be subject to a fine of not more than One Thousand Dollars (\$1,000.00), or in lieu of payment of fine, subject to imprisonment not to exceed ninety (90) days. Each day that a violation continues, after due notice has been served in accordance with the terms and provisions thereof, shall constitute a separate offense. The imposition of any penalty for any violation of this ordinance shall not excuse its violation or permit said violation to continue, and all persons shall be required to correct or remedy such violation(s) or defect(s) within a reasonable time.