

CITY OF HAZLETON
Rental Property Business License Application

Complete ALL sections of the Business License application and return to: City Hall, Office of License & Permits, 40 N. Church Street, Hazleton. Make business check payable to: City of Hazleton Licensing. Application may not be processed or approved until the next business day. * Failure to make payment by 1/31/2026 may subject you to a fine of not more than one thousand dollars \$1,000.00. *Delinquent accounts are immediately sent to district court for fines and restitution. If any Questions, please call (570) 459-4925

Section A: Business & Owner Information

Legal / Corporate Name:		Federal EIN Number:	
DBA / Business Name (if Different than Legal Name):		Business Phone Number:	
Sole Proprietor or Partner Name:		Emergency Contact / Phone Number:	
Physical Address / Office:		Mailing Address:	
Date of Incorporated:	State of Incorporation:	Number of Employees:	

Section B: List Principal Owner(s), Partner(s) or Officers

Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone Number:	Phone Number:
Email:	Email:

Section C: Property Manager / Management Company

Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone Number:	Phone Number:
Email:	Email:

Section D: Financial & Insurance Information

Insurance Company Information (Chapter 155-11)	Name:	Phone Number:
	Address:	Policy Number:
	Municipality, State, ZIP:	Expiration Date: ___ / ___ / ___

Section E: Proof of Utilities

Hazleton City Water Authority:	Phone: (570) 454-2401	Account No:
Greater Hazleton Joint Sewer Authority:	Phone: (570) 545-0851	Account No:
Electric Company:	Phone:	Account No:
Garbage Hauler:	Phone:	Account No:
Recycling Hauler:	Phone:	Account No:
Security Company:	Phone:	Account No:

Section F: Physical Address of Rental Properties

Dwelling Type / Number of Units in Each

<u>Physical Address</u>	Hazleton	Vacant		Single	Multiple	Commercial or mixed-use	Number of Residential Units	Number of Commercial Units
		Lot	Family	Family				
1	Hazleton							
2	Hazleton							
3	Hazleton							
4	Hazleton							
5	Hazleton							
6	Hazleton							
7	Hazleton							
8	Hazleton							
9	Hazleton							
10	Hazleton							

Section G: Tenants On Property

<u>Name</u>	<u>Physical Address</u>	<u>Phone Number</u>	<u>Number of Tenants in Unit</u>
1			
2			
3			
4			
5			
6			
7			
8			

****Use another sheet of paper if necessary for tenants on property****

Section H: Amount Due

Business License Fee: (Hazleton City Code 2022, Chapter 162)	\$	100.00
Locations with Residential or Commercial tenants (see Section F of this form):	\$25.00 per address	
 Total payment due to the City of Hazleton by January 31st of the business year.	\$	

Section I: Affidavit

I hereby certify that the above information and statements are true and correct. I understand that approval for the above business is contingent upon my compliance with the following departments, Zoning, Planning, BCO, Fire (where necessary)

Signature: _____ Title: _____ Date: ___/___/___
 Print Name of Applicant: _____ Attached copy of Identification Card (Driver's License)

Please make checks payable to:
 City of Hazleton
 40 N. Church St.
 Hazleton, PA 18201