

**BOROUGH OF NAZARETH**  
**134 S. MAIN ST.**  
**NAZARETH, PA 18064**

January 2, 2023

Re: Yearly Rental Registration Renewal

Dear Property Owner,

The Borough of Nazareth adopted Ordinance No. 799 titled "Residential Rental Property Registration, Licensing and Inspection, on August 4, 2014. This ordinance requires, among other things, the registration of all residential rental units within the Borough and the inspection of those units to ensure that they are in compliance with the Borough's Property Maintenance Code, adopted and amended by Ordinance No. 698 on June 7, 2004.

Our records indicate you are the owner of property or properties listed as rental property in the Borough and that has been confirmed by Northampton County property records. The registration form included with this letter, "**must**" be completed in its entirety and returned with the required fees, as very soon as possible to the Borough of Nazareth – 134 S. Main St., Nazareth, PA 18064. We have installed a white mailbox on the building to the left of the entrance doors if you prefer/able to drop it off. Please make all checks payable to Borough of Nazareth.

Reminder- Any rental unit not registered by March 1, 2023, property owners shall be subject to a citation and upon conviction thereof, be sentenced to a fine not exceeding **Six Hundred dollars (\$600.00)** plus costs. Following the established March 1, 2023 deadline, all delinquencies will be turned over to the Borough Solicitor for further action. Each day the dwelling units remain unregistered beyond March 1, 2023, shall constitute as separate offenses.

Questions may be directed to the Administration office at 610-759-0202 or email [nazboro@rcn.com](mailto:nazboro@rcn.com)

Borough of Nazareth Administration

cc: Alfred S. Pierce, Esq. - Solicitor

**BOROUGH OF NAZARETH**  
**RESIDENTIAL RENTAL UNIT REGISTRATION FORM**  
**(PLEASE LEGIBLY PRINT OR TYPE ALL INFORMATION)**

**PARCEL IDENTIFICATION NUMBER:** \_\_\_\_\_ **RENTAL UNITS AT THIS PARCEL:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**DEEDED PROPERTY OWNER**

NAME: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**PROPERTY MANAGER/COMPANY: (IF APPLICABLE)**

NAME/FIRM: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**TENANT(S) INFORMATION**

**UNIT #1** OCCUPANT: NAME ON LEASE \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAMES OF OTHER UNIT OCCUPANTS OVER AGE OF 18 \_\_\_\_\_

\_\_\_\_\_

**UNIT #** OCCUPANT: NAME ON LEASE \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAMES OF OTHER UNIT OCCUPANTS OVER AGE OF 18 \_\_\_\_\_

\_\_\_\_\_

**UNIT #** OCCUPANT: NAME ON LEASE \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAMES OF OTHER UNIT OCCUPANTS OVER AGE OF 18 \_\_\_\_\_

\_\_\_\_\_

(continued on back)

**UNIT #** \_\_\_\_\_ **OCCUPANT: NAME ON LEASE** \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAMES OF OTHER UNIT OCCUPANTS OVER AGE OF 18 \_\_\_\_\_  
\_\_\_\_\_

**UNIT #** \_\_\_\_\_ **OCCUPANT: NAME ON LEASE** \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAMES OF OTHER UNIT OCCUPANTS OVER AGE OF 18 \_\_\_\_\_  
\_\_\_\_\_

**UNIT #** \_\_\_\_\_ **OCCUPANT: NAME ON LEASE** \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAMES OF OTHER UNIT OCCUPANTS OVER AGE OF 18 \_\_\_\_\_  
\_\_\_\_\_

**UNIT #** \_\_\_\_\_ **OCCUPANT: NAME ON LEASE** \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

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**UNIT #** \_\_\_\_\_ **OCCUPANT: NAME ON LEASE** \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAMES OF OTHER UNIT OCCUPANTS OVER AGE OF 18 \_\_\_\_\_  
\_\_\_\_\_

**\*\*\*PLEASE NOTE THE FOLLOWING:**

**ANNUAL RENEWAL FEE IS TEN (\$20.00) DOLLARS PER UNIT/APARTMENT**

**NEW REGISTRATION FEE IS THIRTY-FIVE (\$35.00) DOLLARS PER UNIT**

ALL REGISTRATION FEES ARE DUE "IN FULL" BY MARCH 1, 2023

MAKE ALL CHECKS PAYABLE TO: THE BOROUGH OF NAZARETH

**RETURN COMPLETED FORM & FEES TO:**

THE BOROUGH OF NAZARETH  
ATTENTION: RENTAL REGISTRATION  
134 S. MAIN STREET  
NAZARETH, PA 18064

**QUESTIONS: 610 - 759 - 0202**

**e - mail: nazboro@rcn.com**