

APPLICATION FOR RESIDENTIAL RENTAL REGISTRATION & LICENSE

Please mail or bring application to:
 Wesleyville Borough Office
 3421 Buffalo Road
 Erie, PA 16510-1813

Date Paid _____
 Amount _____
 Received by _____
 License # _____

VALID: JANUARY 1, 2025 TO DECEMBER 31, 2025

Owner Information

Owner Name _____ Owner Street Address – City, State, Zip Code _____
 Owner Telephone Number _____ Owner Email _____
 Rental Agent Name & address _____ Telephone # _____

Address of Rental Property	Name of Tenants # of tenants	RU Number	# of Smoke Detectors	Office Use

Payment due dates for Residential Units	Fee Category	Fee per unit	# of Units	Total Cost
On or before 2/1/25	Annual Fee	\$75.00	_____	_____
Between 2/2/25 to 2/15/25	Annual + Late fee	\$100.00	_____	_____
After 2/15/25	Annual + Late fee	\$125.00	_____	_____
Within 30 days of Sale or Transfer	New Ownership	\$75.00	_____	_____

Payment due dates for Rooming House/Fraternities /Airbnb	Fee Category	Fee per unit	# of Units	Total Cost
On or before 2/1/25	Annual Fee	\$125.00	_____	_____
Between 2/2/25 to 2/15/25	Annual + Late fee	\$175.00	_____	_____
After 2/15/25	Annual + Late fee	\$200.00	_____	_____
Within 30 days of Sale or Transfer	New Ownership	\$125.00	_____	_____

Signature of Applicant: _____ Date: _____

Tenant Listing

Please COMPLETE this form

Landlord/ Property Owners Name: _____

Mailing Address: _____

Telephone Number: _____

TENANT(S)

*Please report ANY and ALL tenants below:

Property Address: _____

Property Address: _____

Tenant Name: _____

Tenant Name: _____

Property Address: _____

Property Address: _____

Tenant Name: _____

Tenant Name: _____

Property Address: _____

Property Address: _____

Tenant Name: _____

Tenant Name: _____

CHANGE OF OWNERSHIP

If you have sold a rental property, please report the change of ownership below, to keep our records current:

Property Address: _____

Current Owner: _____

New Owner: _____

Mailing Address of new owner: _____

Closing Date: _____

OWNER'S MAILING ADDRESS CHANGE

Property Address: _____

Owner's current mailing address: _____

Owner's new mailing address: _____

Effective Date of change: _____