

**WESLEYVILLE BOROUGH
REGISTRATION FORM - RESIDENTIAL RENTALS**

PLEASE COMPLETE ALL INFORMATION REQUESTED (INCLUDING 2ND SIDE)

Date _____

Owner's Name _____ Owner's Address _____

Owner's Phone _____ Owner's Email _____

Rental Agent/Property Manager Name & Address _____

Rental Agent/Property Manager's Name & Address _____

IMPORTANT - must have name and number of a local contact (within 50 miles from Wesleyville).

Name _____ Phone # _____

Street Address of Rental Property	Apt or Unit Number	Name of Tenant(s)

IF ADDITIONAL SPACE IS NEEDED, PLEASE SUBMIT ON AN EXCEL SPREADSHEET

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Payment Due Dates Residential Units	Fee Category	Fee Per Unit	# Units	Total Cost
If paid by January 31st	Annual Fee	\$75.00		
If paid between February 1st & 15th	Annual + Late Fee	\$100.00		
If paid after February 15th	Annual + Late Fee	\$125.00		

Payment Due Dates for Rooming House, Fraternity, Airbnb	Fee Category	Fee Per Unit	# Units	Total Cost
If paid by January 31st	Annual Fee	\$125.00		
If paid between February 1st & 15th	Annual + Late Fee	\$175.00		
If paid after February 15th	Annual + Late Fee	\$200.00		

CHANGE OF OWNERSHIP

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

Property Address: _____

New Owner: _____

Mailing Address of New Owner: _____

New Owner Phone Number: _____

Effective Date of Change: _____

Signature of Applicant: _____ Date: _____

Please either email this form to admin@wesleyville.gov or mail it to
Borough of Wesleyville, 3421 Buffalo Road, Erie, PA 16510