

WILKES-BARRE CITY

Thomas M. Leighton  
Mayor



40 East Market Street  
Wilkes-Barre, PA 18711  
(570) 208-4158- phone  
(570) 208-4101- fax

PENNSYLVANIA

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ZONE \_\_\_\_\_  
WARD \_\_\_\_\_  
STREET \_\_\_\_\_

**Application for Rental License**

(Please return this application and your signed check to  
Rental Inspection, City Hall, 40 East Market St., Wilkes-Barre, PA 18711.)

**Property Address** \_\_\_\_\_

**Owner's Name** \_\_\_\_\_

**Owner's Address** \_\_\_\_\_

**Property Manager & Emergency Contact:** (Mandatory if owner resides  
more than 20 miles from rental property.)

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

**Information About the Property:**

Please use the following formula to calculate your annual licensing fee. An  
inspector will verify this information and your license for this property will list  
the number of rental units.

There are \_\_\_\_\_ residential rental units at this property.

\_\_\_\_\_ residential rental units x \$35/unit = \$\_\_\_\_\_ Licensing Fee

**I have read and understand the information regarding my  
responsibilities. I certify that the above information about said  
property is complete and correct and I have enclosed a check  
for \$\_\_\_\_\_, the full amount owed.**

**Signature & Date:**

\_\_\_\_\_  
**Printed Name & Daytime Telephone Number:**

\_\_\_\_\_

