

***PLEASE NOTE IMPORTANT CHANGES TO THE
RENTAL INSPECTION/REGISTRATION
PROGRAM!!***

Dear Property Owner,

Please note these very important changes to the City of Lock Haven's Rental Inspection/Registration program effective February 6, 2012.

1. It is now mandatory that all rental registrations be turned in **SIMULTANEOUSLY** with the required rental inspection paperwork in the year that a property is required to be registered and inspected. **WE WILL NO LONGER ACCEPT ONE WITHOUT THE OTHER!!!** Please submit your completed rental registration paperwork along with your inspection documentation provided by the third party inspector of your choice, to the City Code Enforcement Office.
2. The fees for the rental registration/inspection certificates have changed and are as follows:

Fees for Rental Registration/Registration Certificate -

-If complete submission is made between January 1 and October 31 of the year that registration/inspection is required \$15.00

-If complete submission is made between November 1 and December 31 of the year that registration/inspection is required \$30.00

Fees for Rental Inspection Certificate –

-There will no longer be any fee for the issuance of a Rental Inspection Certificate; however it must still be displayed. \$0

Please note these important changes when making arrangements to submit the required paperwork to the Code Enforcement Office. Any incomplete submissions will be returned to the property owner and it will be the responsibility of the owner to re-submit all the necessary documentation.

If you have any questions, please feel free to contact our office at 893-5916. Your cooperation is greatly appreciated.

Sincerely,

Cyndi Walker
Code Enforcement Officer