



City of Bethlehem

Bureau of Inspections
10 East Church Street, Bethlehem, Pennsylvania 18018-6025

Phone: 610.865.7882
Fax: 610.865.7330
TDD: 610-865-7086

Regulated Rental Packet

You are receiving this letter as it is now time for your yearly inspection. Properties in Wards 6-15 of the City shall be inspected & licensed during the months of January - June to keep in compliance with city codes. Properties in Wards 1-5, 16 & 17 shall be inspected during the months of July - December. A license and inspection fee are due for 2025. Leases for Student Housing Rental properties need to be made available at the request of the City of Bethlehem's Housing Department.

The following items must be completed in order to maintain a Regulated Rental/Student Housing status of your property:

- **Pay Annual Registration and per person inspection fee: \$60.00 per residential rental PLUS \$10.00 per occupant, with a maximum of 5 occupants. This fee is due and payable at the time of application.**
- **A list of occupants in each Regulated Dwelling must accompany the application. This list must include the name, permanent address & phone number of each occupant.**
- **A copy of written acknowledgements from each occupant that he or she received the disclosures and information required by this ordinance which consists of providing a copy of the Addendum required under Article II, Section E of Article 1739, the City may also request a copy of the written lease.**
- **Trash Collection Certification**

Failure and/or refusal by the owner or his/her designated agent to secure the necessary inspections or failure and/or refusal to provide access for inspections, upon reasonable notice, shall be deemed a violation of this ordinance and will be subject to the penalties and/or revocation of your regulated rental license contained in Article 1739.05 and 1739.06. A full copy of the city ordinance can be obtained at www.bethlehem-pa.gov.

Sincerely,
Michael Simonson
Chief Code Official



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Please complete the form below & return with a check or money order made payable to:

City of Bethlehem
Attention: Bureau of Housing Inspections, Regulated Rentals
10 E Church St.
Bethlehem, PA 18018

PROPERTY ADDRESS: _____

- Owner Name: _____
- Owner Address: _____
- Email: _____ Phone: _____

• Property Manager Info (if applicable):

- Name: _____
- Address: _____
- Email: _____
- Phone: _____

• List of Dwelling Units, # of Occupants and Names of Tenants:

• Enclosed payment amount: (Based on \$60 **PLUS** \$10.00 per occupant): _____

• Trash / Recycling Company: _____

Note: Owners are responsible for preventing accumulation of waste on their properties & for any violations of City ordinances or regulations relating to such. All owners shall provide for solid waste removal services by a licensed waste hauler. The responsibility imposed upon owners of dwellings by this section may not be satisfied by delegation to tenants, lessees, householders, etc.

• I, _____, hereby certify on this date _____, that the above information is accurate and true to the best of my knowledge.

Please contact our office at 610.865.7882 to schedule the inspection(s) as soon as possible. We look forward to hearing from you.

IMPORTANT

Regulated Rental Units Occupancy

It is imperative that all property owners respond to the Bureau of Housing regardless if your rental units fall under the Regulated Rental Ordinance or not.

If you feel your property is not subject to this ordinance, please check “No” below, state the reason for not having to comply and return it to our office. If we do not hear from you, the City will consider your property subject to the Regulated Rental Ordinance.

At the end of the scheduled time period, a property that has failed to comply will be cited. We want to avoid such action. Your prompt cooperation is anticipated.

A copy of the full ordinance entitled “Regulated Rental Units Occupancy” can be viewed online at www.bethlehem-pa.gov/about/ordinance/articles/ARTICLES1739. This includes a change in the schedule for the annual inspections and a change in Section 1 Number 4.13.

_____ No

Reason(s):

Emergency Alarm Systems

It is imperative that all property owners who have an emergency alarm system be registered with the Alarm Administrator. If you feel your property is not subject to this ordinance, please check “No” below and return to our office. Registrations expire on December 31st of each year.

If your property does have an emergency alarm system and you are not currently registers, please complete & return the “City of Bethlehem Security Alarm Registration/Renewal” for which can be found online at: www.bethlehem-pa.gov/police/crimeprevention/alarmsystem.

Any person who violates any provision of this Article will be subject to penalties as identified in the above reference article. A full copy of the ordinance entitled “Emergency Alarm Systems” can be viewed online at <http://www.bethlehem-pa.gov/about/ordinance/articles/ARTICLE0735.htm>

_____ No

Property Address: _____

Printed Name: _____ Phone: _____

Signature: _____ Date: _____

ADDENDUM TO RESIDENTIAL RENTAL AGREEMENT

This Addendum to Residential Rental Agreement is made this _____ day of _____, _____, and is incorporated into and shall be deemed to amend and supplement the Residential Rental Agreement made by the undersigned Tenant and Landlord, their heirs, successors and assigns, dated _____. The Residential Rental Agreement and this Addendum pertain to the premises described in said agreement and located at _____ . This Addendum is required by Article II, Section E. of the Regulated Rental Unit Occupancy Ordinance of the City of Bethlehem.

ADDITIONAL COVENANTS AND OBLIGATIONS

In addition to the covenants and obligations set forth in the aforementioned Residential Rental Agreement, Tenant and Landlord hereby covenant and agree as follows:

A. Landlord’s Covenants and Obligations:

1. Landlord shall keep and maintain the leased premises in compliance with all applicable Codes and Ordinances of the City of Bethlehem and all applicable state laws and shall keep the leased premises in good and safe condition.

2. The manager for the leased premises shall be as follows:

Name

Address

Telephone Number

3. The Landlord shall be responsible for regularly performing all routine maintenance, including lawn mowing and ice and snow removal, and for making any and all necessary repairs in and around the leased premises, except for any specific tasks which the parties hereby agree shall be delegated to the Tenant and which are identified as follows:

4. The Landlord shall promptly respond to reasonable complaints and inquiries from the Tenant.

5. The Landlord shall comply with all applicable provisions of the Landlord-Tenant Act of the Commonwealth of Pennsylvania.

B. Tenant’s Covenants and Obligations:

1. Tenant shall comply with all applicable Codes and Ordinances of the City of Bethlehem and all applicable state laws.

2. Tenant agrees that the maximum number of persons permitted within the regulated rental unit at any time shall be _____ and the maximum number of persons permitted within the common areas of the leased premises at any time shall be _____. Tenant further understands that the same tenants as indicated by signature below are the only tenants permitted to live on the premises for the entire term of the lease. (Ord. 2017-15. Passed 5/2/2017)

3. Tenant shall dispose of all rubbish, garbage and other waste from the leased premises in a clean and safe manner and shall separate and place for collection all recyclable materials in compliance with City of Bethlehem's Solid Waste and Recycling Ordinance.

4. Tenant shall not engage in any conduct on the leased premises which is declared illegal under the Pennsylvania Crimes Code or Liquor Code, or the Controlled Substance, Drug, Device and Cosmetic Act, nor shall Tenant permit others on the premises to engage in such conduct.

5. Tenant shall use and occupy the leased premises so as not to disturb the peaceful enjoyment of adjacent or nearby premises by others.

6. Tenant shall not cause, nor permit nor tolerate to be caused, damage to the leased premises, except for ordinary wear and tear.

7. Tenant shall not engage in, nor tolerate nor permit others on the leased premises to engage in, "disruptive conduct" which is defined as "any form of conduct, action, incident or behavior perpetrated, caused or permitted by any occupant or visitor of a regulated rental unit that is so loud, untimely, offensive, riotous or that otherwise unreasonably disturbs other persons in their peaceful enjoyment of their premises such that a report is made to the police and/or to the Code Official. It is not necessary that such conduct, action, incident or behavior constitute a criminal offense, nor that criminal charges be filed against any person in order for a person to have perpetrated, caused or permitted the commission of disruptive conduct as defined herein. Provided, however, that no disruptive conduct shall be deemed to have occurred unless the Code Official or police shall investigate and make a determination that such did occur, and keep written records, including a Disruptive Conduct Report of such occurrence." (Ord. 2017-15. Passed 5/2/2017)

8. Tenant acknowledges and agrees that this tenancy is subject to the provisions of the Regulated Rental Unit Occupancy Ordinance of the City of Bethlehem and that the issuance by any municipal officer of the City of Bethlehem of a Certificate of Non-compliance with said Ordinance relating to the leased premises shall constitute a breach of the rental agreement of which this addendum is a part. Upon such breach, Landlord shall have the right and option to pursue any and all of the following remedies:

- a. Termination of the rental agreement without prior notice;
- b. Bring an action to recover possession of the leased premises without abatement of rents paid, including reasonable attorney's fees and costs;
- c. Bring an action to recover the whole balance of the rent and charges due for the unexpired lease term, including reasonable attorney's fees and costs;
- d. Bring an action for damages caused by Tenant's breach, including reasonable attorney's fees and costs.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

Witness

1. Tenant

Witness

2. Tenant

Witness

3. Tenant

Witness

4. Tenant

Witness

5. Tenant

Witness

Landlord