



DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4193 • FAX: 570-348-4171

IMPORTANT CHANGES TO CITY RENTAL LAWS

You are receiving this letter because you are a landlord or property manager registered with the City of Scranton. Thank you for the important role you play in providing a home for Scranton's residents.

In November last year, City Council passed the RENTAL Ordinance of 2022, which changes the City's procedures for licensing rental properties. We anticipate these changes will help clarify and streamline the process so that, together, we can all uphold the health and safety of our community.

1. RENTAL LICENSE REQUIRED

This year, under the new ordinance, **you must apply for a Rental License for each rental property by September 15**. Starting in 2024, you must apply to renew your license by March 15 of each year. You must apply for a license for any new rental unit within 30 days of tenancy. The license fee schedule has been adjusted and is now based on the number of rental units within the property:

<u>Number of Units</u>	<u>Cost</u>
1-3 units	\$45 per unit
4-9 units	\$150 flat fee
10-19 units	\$250 flat fee
20-49 units	\$350 flat fee
50+ units	\$450 flat fee

Rental units occupied by immediate family will continue to be exempt from any fees but must be licensed. The license application will also require you to list a local rental contact, in case of emergency.

Starting September 16, 2023, any landlord renting out an unlicensed rental unit will be in violation of the law. The City may then sanction the landlord—such as refusing to issue a Rental License—and may impose other penalties, including fines and even imprisonment.

2. INSPECTION REQUIRED

Each rental property will be subject to a regular health and safety inspection. The first reinspection will be free of charge. If additional reinspection's are needed, a reinspection fee will apply.

Failing to pass inspection will put a landlord's Rental License at risk and may subject the landlord to other penalties.



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3. APPLYING

Starting on June 1, 2023, you can apply for or renew a Rental License online at [Scrantonpa.gov/rental](https://scrantonpa.gov/rental). You can pay by e-check (no fee) or credit/debit card (3% transaction fee).

The City of Scranton is committed to building and maintaining relationships with landlords. If you should have any questions, you can contact me, Robin Selemba, Rental Regulation Manager, at 570-348-4193 ext. 4555 or rselemba@scrantonpa.gov. You can also visit scrantonpa.gov/rental for more information.

Sincerely,

Robin Selemba

Robin Selemba
Rental Regulation Manager