

**Borough of Downingtown**  
4 West Lancaster Avenue  
Downingtown, PA 19335

**2015-2016 RENTAL PROPERTY PERMIT APPLICATION**

This form is to be submitted with the fee of \$70 per dwelling unit (Resolution #2013-03 adopted 4/3/2013) and a completed Tenant Registration Form to the Code Enforcement Office to apply for a rental permit for a property not previously utilized as a rental OR when an existing rental property has been purchased by a new owner OR for the biennial (every 2 years) rental permit renewal. In compliance with the Downingtown Borough Code, Sections 222-8 & 222-9, the undersigned does hereby make application to the Office of Code Enforcement for a permit to operate a rental unit(s) at the address shown below located within the confines of the Borough of Downingtown.

*Please write legibly. Illegible or incomplete forms will be returned to you.*

<b>Rental Property Address:</b> _____	
<b>Type (check one):</b>	<input type="checkbox"/> <b>New Rental</b> <input type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> <b>Change of Tenant</b>
<b>Name of Owner:</b> _____	
<b>Owner's Mailing Address:</b> _____	
<b>Home Phone:</b> _____	<b>Work Phone:</b> _____
<b>FAX:</b> _____	<b>Cell Phone:</b> _____ <b>Email:</b> _____
If you have designated someone to act as your agent with respect to this property, please complete this section.	
<b>Name of Responsible Agent:</b> _____	
<b>Agent's Mailing Address:</b> _____	
<b>Home Phone:</b> _____	<b>Work Phone:</b> _____
<b>FAX:</b> _____	<b>Cell Phone:</b> _____ <b>Email:</b> _____

The undersigned agrees to comply with the Borough of Downingtown's Codes and furthermore agrees to grant permission to the Code Officer or his duly authorized representative to make an inspection to determine the condition of the dwelling, dwelling unit, rooming unit, structures and premises located at the above-referenced address, at any reasonable time. Any person whose application for a permit to operate a rental unit or multiple dwelling unit has been denied may request and shall be granted a hearing on the matter before the Administrative Board of Appeals.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Rental Property Owner

Printed Name: \_\_\_\_\_

Number of Dwelling Units: \_\_\_\_\_

Number of Occupants: \_\_\_\_\_

<b>For Code Office Use Only:</b>	Fee Paid: \$ _____	Tenant Registration Received: <input type="checkbox"/>
Inspection Date & Time: _____	Owner Notified By: _____	
Borough Account Number: _____		