

Borough of Downingtown
4 West Lancaster Avenue
Downingtown, PA 19335

2017-2018 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.

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

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: _____

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