

Borough of Downingtown
 4 West Lancaster Avenue
 Downingtown, PA 19335

APPLICATION FOR NEW RENTAL PROPERTY PERMIT

This form is to be submitted with the appropriate fee and a completed Biennial 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. In compliance with the Downingtown Borough Code, Sections 164-22 & 164-23, 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:	_____
Name of Owner:	_____
Owner's Mailing Address:	_____
Home Phone: _____	Work Phone: _____
<i>The following items are optional:</i>	
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: _____
<i>The following items are optional:</i>	
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: _____	
The above-referenced property has been granted Rental Permit Number _____ which expires on December 31st biennially. Dated: _____		
		Initials: _____

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BIENNIAL TENANT REGISTRATION FORM

This form is to be submitted along with the Application For Biennial Rental Permit Renewal and the appropriate fee,

OR For initial tenant registration when submitting an Application for New Rental Property Permit.

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

RENTAL PROPERTY ADDRESS: _____

OWNER'S NAME: _____ HOME PHONE: _____ WORK PHONE: _____

OWNER'S MAILING ADDRESS: _____

List the full first and last name for ALL persons residing in each unit or apartment. Include the date of birth for each individual.

Apt. Number	Last Name	First Name	Sex	Date of Birth
			M	F
			M	F
			M	F
			M	F
			M	F
			M	F
			M	F
			M	F
			M	F
			M	F
			M	F
			M	F
			M	F
			M	F
			M	F
			M	F

Dated: _____ Rental Property Owner's Signature: _____