

Borough of Downingtown

4 West Lancaster Avenue

Downingtown, PA 19335

2023-2024 RENTAL PROPERTY PERMIT APPLICATION

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 and in compliance with Section 222-8(E) - owner, agent or responsible party must live within a ten mile radius of the Borough must be listed on this Rental Application form. 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.

Checks should be made out to: Borough of Downingtown

Rental Property Address: _____

Type (check one): ☐ New Rental ☐ Renewal ☐ Change of Tenant

Name of Owner: _____

Owner's Mailing Address: _____

Home Phone: _____ Work Phone: _____

FAX: _____ Cell Phone: _____ Email: _____

Owner, agent or responsible party living within a ten mile radius 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/Agent

Printed Name: _____

Number of Dwelling Units: _____

Number of Occupants: _____

For Code Office Use Only:

Fee Paid: \$ _____

Tenant Registration Received: ☐

Inspection Date & Time: _____

Owner Notified By: _____

Borough Account Number: _____