

BOROUGH OF HATBORO

414 S. York Road
Hatboro, PA 19040-4799
215-443-9100

**RENTAL UNIT REGISTRATION
AND APPLICATION FOR PERMIT**

To Be Completed
By Applicant

Please Print
Use Blue or Black Ink

Address of
Rental Property: _____ Hatboro, PA 19040 - _____
(Street & Number) _

Number of Rental Units at this Property: _____

Name of
Property Owner: _____ Telephone: _____

Mailing
Address of
Property Owner: _____
(Street & Number) *(Post Office/City)* *(State)* *(Zip)*

Owners
Business Privilege Tax
Account/ID Number: _____
Check One: Existing Rental Property _____
New Rental Property _____

Type of
Rental Use: Apartment(s) _____ Boarding House _____
Duplex _____ Hotel/Motel _____
Check one Condominium _____ Single Family Home _____
Other: *(Explain)* _____

List Names of current tenants:

Apt/Unit #	Name(s) of tenants (List Names as they appear of Lease)

If this property is managed by a Rental Agency list name and address of agency and agent

Rental
Agency: _____
(Name of Agency) *(Address)*

Name of
Agent: _____ Telephone _____

Emergency
Contact: _____ Emergency
Telephone _____

Name of Contact
For Inspection: _____ Telephone _____

Signature of
Applicant: _____ Date: _____

Print Name
Of Applicant _____ Owner _____ Agent _____

FOR BOROUGH USE ONLY

Application Complete: _____
(Date)

Permit Required? _____
(Yes/No)

INSPECTION RECORD UNIT 1

Inspection Type	Date Scheduled	Date Performed	Pass/Fail	Inspector	Fee
Initial Inspection					
Re-Inspection					
Re-Inspection					

Fee paid: ____ / ____ / ____

Permit # : _____

Issued: ____ / ____ / ____

INSPECTION RECORD UNIT 2

Inspection Type	Date Scheduled	Date Performed	Pass/Fail	Inspector	Fee
Initial Inspection					
Re-Inspection					
Re-Inspection					

Fee paid: ____ / ____ / ____

Permit # : _____

Issued: ____ / ____ / ____

INSPECTION RECORD UNIT 3

Inspection Type	Date Scheduled	Date Performed	Pass/Fail	Inspector	Fee
Initial Inspection					
Re-Inspection					
Re-Inspection					

Fee paid: ____ / ____ / ____

Permit # : _____

Issued: ____ / ____ / ____

INSPECTION RECORD UNIT 4

Inspection Type	Date Scheduled	Date Performed	Pass/Fail	Inspector	Fee
Initial Inspection					
Re-Inspection					
Re-Inspection					

Fee paid: ____ / ____ / ____

Permit # : _____

Issued: ____ / ____ / ____

INSPECTION RECORD UNIT 5

Inspection Type	Date Scheduled	Date Performed	Pass/Fail	Inspector	Fee
Initial Inspection					
Re-Inspection					
Re-Inspection					

Fee paid: ____ / ____ / ____

Permit # : _____

Issued: ____ / ____ / ____

INSPECTION RECORD UNIT 6

Inspection Type	Date Scheduled	Date Performed	Pass/Fail	Inspector	Fee
Initial Inspection					
Re-Inspection					
Re-Inspection					

Fee paid: ____ / ____ / ____

Permit # : _____

Issued: ____ / ____ / ____

FOR BOROUGH USE ONLY

Application Complete: _____
(Date)

Permit Required? _____
(Yes/No)

INSPECTION RECORD UNIT 7

Inspection Type	Date Scheduled	Date Performed	Pass/Fail	Inspector	Fee
Initial Inspection					
Re-Inspection					
Re-Inspection					

Fee paid: ____ / ____ / ____

Permit # : _____

Issued: ____ / ____ / ____

INSPECTION RECORD UNIT 8

Inspection Type	Date Scheduled	Date Performed	Pass/Fail	Inspector	Fee
Initial Inspection					
Re-Inspection					
Re-Inspection					

Fee paid: ____ / ____ / ____

Permit # : _____

Issued: ____ / ____ / ____

INSPECTION RECORD UNIT 9

Inspection Type	Date Scheduled	Date Performed	Pass/Fail	Inspector	Fee
Initial Inspection					
Re-Inspection					
Re-Inspection					

Fee paid: ____ / ____ / ____

Permit # : _____

Issued: ____ / ____ / ____

INSPECTION RECORD UNIT 10

Inspection Type	Date Scheduled	Date Performed	Pass/Fail	Inspector	Fee
Initial Inspection					
Re-Inspection					
Re-Inspection					

Fee paid: ____ / ____ / ____

Permit # : _____

Issued: ____ / ____ / ____

INSPECTION RECORD UNIT 11

Inspection Type	Date Scheduled	Date Performed	Pass/Fail	Inspector	Fee
Initial Inspection					
Re-Inspection					
Re-Inspection					

Fee paid: ____ / ____ / ____

Permit # : _____

Issued: ____ / ____ / ____

INSPECTION RECORD UNIT 12

Inspection Type	Date Scheduled	Date Performed	Pass/Fail	Inspector	Fee
Initial Inspection					
Re-Inspection					
Re-Inspection					

Fee paid: ____ / ____ / ____

Permit # : _____

Issued: ____ / ____ / ____

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**RENTAL UNIT REGISTRATION
AND APPLICATION FOR PERMIT**

ADDITIONAL TENANTS

**To Be Completed
By Applicant**

**Please Print
Use Blue or Black Ink**

List Names of current tenants:

Apt/Unit #	Name(s) of tenants (List Names as they appear of Lease)

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NOTICE TO RENTAL PROPERTY OWNERS

Ordinance 939 of the Borough of Hatboro. Chapter 11, Part 2, Rental Housing Registration and Inspection (In part)

§204 Registration/License Required.

On the effective date of this ordinance and thereafter, the following requirements shall apply in the Borough of Hatboro:

1. The owner of a structure offered for rent or lease, or a structure containing one or more rental dwelling units shall have ninety (90) days from the date of adoption of this ordinance to register all rental dwelling units and file application for rental Unit Occupancy Permit.

2. The owner of a structure built, created or renovated after the date of this ordinance that is offered as a rental dwelling unit, or any structure that contains rental dwelling units, shall register each rental dwelling unit with the Borough of Hatboro and file application for Rental Unit Occupancy Permit before the unit may be occupied.

§209 Permit And Inspection Fees

1. Every application for a Rental Unit Occupancy Permit shall be accompanied by payment, in form acceptable to the Borough, of a fee in the amount set from time to time by resolution of Borough Council. The fee shall be paid for each and every separate dwelling unit offered to the public for lease or rent. The fee shall include the cost of issuance of permit and initial inspection of the premises.

Adopted by Borough Council, Borough of Hatboro 22 January 2001