

Trappe Borough, Montgomery County, PA

525 West Main Street Trappe, PA 19426
Phone: 610.489.7181 Fax: 610.489.8827
Website: www.trappeborough.com



Application for Residential RENTAL UNIT INSPECTION & LICENSE

A "Residential Rental License" is required for each rental unit within the Borough of Trappe.

A "Residential Rental License" becomes null & void under either/both of these two conditions:

- ▣ When a tenant moves out
- ▣ At the end of three (3) years from date of issue

When either of the above conditions is met Trappe Borough Code §253-9 B requires that a property owner/manager must submit application for a new "Residential Rental Unit License" and have the unit undergo and pass inspection by the Trappe Borough Code Official (BCO).

BOROUGH INSPECTION(S)

1. Applicant can schedule initial inspection when documents & fees are received.
2. If the unit does *not* pass the initial inspection the applicant or property owner will be provided with a list of deficiencies to be **corrected within thirty (30) days**, unless otherwise noted on the Inspection Report.
 - In the event the items on the Inspection Report require permits to abate, the "Rental Inspection & License" process is temporarily suspended until permits are obtained & permit work passes inspection.
 - It is the responsibility of the applicant to submit any & all required permit applications, including any necessary plans and corresponding fees, as well as to arrange with Borough Hall for required associated inspections.
 - Once "permit work" receives final approval, the "Rental Inspection & License" process can begin again, including scheduling follow-up for the initial failed inspection.

PROPERTY ADDRESS: _____

RENTAL UNIT # (if applicable): _____

The undersigned attests the information provided on this Residential Rental Property Inspection & License is accurate as of the date this form is signed. The undersigned acknowledges Ordinance 408, an Ordinance establishing the Trappe Borough Residential Rental Inspection & Licensing Program. Ordinance is available on website. website (www.trappeborough.com).

SIGNATURE, POSITION (Property Owner / Manager)

DATE

PROPERTY OWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY, ZIP: _____

PHONE & EMAIL: _____

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PROPERTY MANAGER* INFORMATION

* If the Property Owner is not a resident of Trappe Borough or does not reside within a 20-mile radius of the Borough, the Owner must designate a person to serve as a Property Manager. The Property Manager must reside in the Borough or work on a daily basis within a 20-mile radius of the Borough. (Trappe Borough Code §253-7 G 1)

NAME: _____
ADDRESS: _____
PHONE: _____
EMAIL: _____

TENANT INFORMATION

- Provide **FULL NAME(s)** & **CONTACT NUMBER(s)** for all tenants age 18 & older living in this rental unit.
- Provide only a number of minors living in this rental unit.

	CONTACT NAME:	DAYTIME PHONE #:
1) Primary Contact: Adult (≥ 18 y.o.)		
2) Adult (≥ 18 y.o.)		
3) Adult (≥ 18 y.o.)		
4) Adult (≥ 18 y.o.)		
# of minors		

FOR BOROUGH USE ONLY:

FEE: _____ Received: _____
Amount paid: _____
Payment type: Cash Check # _____
Verified: _____

PARCEL ID #: 23-00- _____
BLOCK: _____
UNIT: _____
ZONING DISTRICT: _____

LICENSE # ASSIGNED: _____

Building Code Inspector