

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 at time of submission if documents are delivered in person & complete. Inspections are scheduled sequentially in ½ hour increments beginning at 8:00 AM through 10:00 AM on Mondays, Wednesdays & Fridays.
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 INFORMATION

PROPERTY ADDRESS: _____

RENTAL UNIT # (if applicable): _____

OWNER/MANAGER SIGNATURE

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 having a copy of Ordinance 408, an Ordinance establishing the Trappe Borough Residential Rental Inspection & Licensing Program. A copy can also be downloaded from the Trappe Borough website (www.trappeborough.com).

SIGNATURE, POSITION (Property Owner / Manager)

DATE

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PROPERTY OWNER INFORMATION

NAME: _____
ADDRESS: _____
CITY, ZIP: _____
CONTACT INFORMATION:
1. DAY PHONE: _____ | 2. EVE PHONE: _____
(Phone type): Home Work Cell | (Phone type): Home Work Cell
EMAIL: _____

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)

Trappe Borough Code §253-7 G 2 requires that manager's "information shall be kept current and updated **within five business days after it has changed.**" Should the designated manager's information change from what is listed below, please provide all changes in writing to Borough Hall according to the requirements of Borough Code.

NAME: _____
MAILING ADDRESS: _____
(*NOT* Post Office Box) _____
CONTACT INFORMATION:
1. DAY PHONE: _____ | 2. EVE PHONE: _____
(Phone type): Home Work Cell | (Phone type): Home Work Cell
EMAIL: _____

INSPECTION & LICENSE FEE

Fee for current year* will be charged for license.

See "Fee Schedule" (available at www.trappeborough.com) to verify current rate.

ACTUAL LICENSE FEE DUE: _____

Make checks payable to "Trappe Borough"

* At date of submission of application

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TENANT INFORMATION

DIRECTIONS:

- Provide **FULL NAME(s)** & **DAYTIME 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.)		
5) Adult (≥ 18 y.o.)		
6) # of minors		

FOR BOROUGH USE ONLY:

ITEMS INCLUDED WITH APPLICATION SUBMISSION

APPLICABLE FEES:

* Permit Fee: _____
 State Surcharge: _____
Total Fee: _____
 * See current fee schedule

PAYMENT INFO:

Date: _____
 Amount paid: _____
 Payment type: Cash Check # _____
 Approval: _____

PARCEL ID #: **23-00-**_____

BLOCK: _____

UNIT: _____

ZONING DISTRICT: _____

LICENSE # ASSIGNED: _____