

# Trappe Borough, Montgomery County, PA

525 West Main Street Trappe, PA 19426  
Phone: 610.489.7181 Fax: 610.489.8827  
Website: [www.trappeborough.com](http://www.trappeborough.com)



## “Overview: Rental Property Registration/Inspection/Licensing Process”

**NOTE:** In order to be in compliance with Borough Ordinances, a rental property must pass inspection prior to a tenant occupying a property

**About Forms & Fees:** All necessary applications and current year’s fee schedule are available *a)* at the Borough office and *b)* on our website – [www.trappeborough.com](http://www.trappeborough.com) – click on “Rental Property Inspection Program” link on the left side to access all important rental documents.

### **REGISTRATION/INSPECTION/LICENSING PROCESS:**

- 1) **REGISTRATION: Property owner contacts Borough** with a completed “*Residential Rental Property Registration Application.*” There is a fee due at time of submission of application; see current year’s “*Fee Schedule*” for amount due. This only needs done once until property changes ownership.
- 2) **INSPECTION & LICENSE:**
  - A). **Borough contacts Property owner/manager** informing them of the Registration number for this property along with inclusion of a copy of “*Ordinance 408*” and a “*Residential Rental Property Inspection and License Application.*”
  - B). **Property owner/manager contacts Borough** with completed “*Residential Rental Property Inspection and License Application*” and payment. See current year’s “*Fee Schedule*” for amount due.
    - If this is brought into the Borough instead of being mailed, an appointment can be scheduled on-the-spot.
    - If this document and payment are mailed into the Borough office, we will contact you to arrange for an appointment.
  - C). Inspection is conducted. Inspector provides results to Borough office.
    - If there were no problems and the property passed, **Borough office will mail license to property owner/manager.**
    - Inspector may leave Deficiency Report with either owner/manager or occupant if present on-site during inspection; if no one present, **Borough will contact owner/manager** with results. For typical problems you will have 30 days to make corrections of these deficiencies.
  - D). Once corrections are made, **property owner/manager contacts Borough** (with any fines or applicable fees) to schedule a re-inspection.
  - E). Properties are to be re-inspected the earlier of *a)* change in tenancy ~OR~ *b)* every three years. **Property owner/manager should initiate this process** using the Rental Property Inspection & License Application at change of tenancy / prior to three-year “anniversary.”
- 3) **ANNUAL TENANCY REPORT:** Annually before April 1<sup>st</sup>, using current “*Tenancy Report*” found on our website, the **property owner/manager contacts Borough** office with a current list of tenants. See bottom of form for available methods to send completed forms to Trappe Borough.