

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 Re-issuance of **RENTAL UNIT LICENSE**

NOTE: Trappe Borough Code (§253-9 Licenses & Inspections, A. License Requirement, 8 a) requires that “Owners shall notify the Borough in writing of any change of Occupant residing in a Residential Rental Unit within ten (10) days of said change.”

If a rental unit is vacant when a license is set to expire, in order to keep a license current for a Residential Rental Unit a license will be issued with “VACANT” as the tenant’s name.

Once a tenant is secured for the property, if it meets both of the following conditions ...

- (1) within six (6) months from date of issuance of a license where the tenant is listed as “Vacant”
- (2) the property has remained unoccupied during that time

... then, a license can simply be reissued with the new tenant(s) listed without additional inspections. If either condition is not true, the Unit will need re-inspected.

PROPERTY & “VACANT” LICENSE INFORMATION

PROPERTY ADDRESS: _____

RENTAL UNIT # (if applicable): _____

LICENSE #: _____ ISSUE DATE: _____

NEW TENANT INFORMATION

DIRECTIONS:

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

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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: _____

OWNER/MANAGER SIGNATURE

The undersigned attests the information provided on this Application 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. Additional copies of Ordinance 408 can be downloaded from the Trappe Borough website: (www.trappeborough.com).

SIGNATURE, POSITION (Property Owner / Manager)

DATE