

# Trappe Borough, Montgomery County, PA

525 West Main Street Trappe, PA 19426  
Phone: 610.489.7181  
Website: [www.trappeborough.com](http://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. Fee provides for initial inspection and one follow-up. Additional fee required for each additional inspection.
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](http://www.trappeborough.com)). Permit fees are not refundable.

\_\_\_\_\_  
(Property Owner / Manager) \_\_\_\_\_ DATE SIGNATURE, POSITION

### 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: \$150.00 Received: \_\_\_\_\_  
Payment type: Cash Check # \_\_\_\_\_  
Verified: \_\_\_\_\_

PARCEL ID #: 23-00-\_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

LICENSE # ASSIGNED: \_\_\_\_\_

\_\_\_\_\_  
Building Code Inspector