



# RIDLEY PARK BOROUGH

105 East Ward Street Ridley Park, PA 19078

Office: 610-532-2100 Fax: 610-532-2447 Scheduling Dept.: 610-717-6367

## **RENTAL DWELLING APPLICATION** **RENTAL PROPERTY REGISTRATION APPLICATION** **TO LEASE OR RENT DWELLING, DWELLING UNIT OR ROOMING UNIT.**

**DATE:** \_\_\_\_\_

**FEE: \$100.00 PER UNIT**

**Please Note:** Fee includes License, 1st inspection & 1 re-inspection. **Subsequent re-inspections & no shows will be \$50.00 Ea.**

\*Inspections cancelled with less than 24 hours notice will be counted as an 1<sup>st</sup> inspection\*

**Rental Property Address:** \_\_\_\_\_

### **Property Owner Information**

Property Owner(s): \_\_\_\_\_

Property Owner Address: \_\_\_\_\_  
(P.O. Box not accepted)

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Local Agent's Information**

Property Manager(s): \_\_\_\_\_

Address: \_\_\_\_\_  
(P.O. Box not accepted)

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

### **TENANT NAME(S) INFORMATION:**

**IMPORTANT: THE FOLLOWING MUST BE COMPLETED!**

List all **ADULTS (over 18 years of age)** that reside at the listed property, please include unit numbers if applicable.

**\*Years at property:** \_\_\_\_\_

_____ (First Name)	_____ (Last Name)	_____ (Apartment #)	_____ (Phone#)
_____ (First Name)	_____ (Last Name)	_____ (Apartment #)	_____ (Phone#)
_____ (First Name)	_____ (Last Name)	_____ (Apartment #)	_____ (Phone#)
_____ (First Name)	_____ (Last Name)	_____ (Apartment #)	_____ (Phone#)

\* The applicant shall promptly inform the Department of Code in writing of any changes made to a property which alters the information provided in the applicant's registration. Registration Is Non-Transferable.

### **OFFICE USE ONLY**

**Date Received by Borough:** \_\_\_\_\_ **Amount : \$** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Initial inspection**  
**Re-inspection**