

# LANSDOWNE BOROUGH RENTAL APPLICATION 2017 Due By March 1<sup>st</sup>, 2017

12 East Baltimore Avenue, Lansdowne, PA 19050  
Phone: 610.623-7300 X210 Fax: 610.623.5533  
Email: [Lansdownerentals@borough.lansdowne.pa.us](mailto:Lansdownerentals@borough.lansdowne.pa.us)



Owner Address

**FINAL NOTICE You will not get a reminder notification.**

**Rental Property Address:**

Lansdowne, Pa 19050

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Dear Property Owner:

Code use:

Our records indicate you are the owner of one or more rental properties in Lansdowne Borough. In accordance to Chapter 265 of the Lansdowne Borough Code, all rental units must be registered, inspected, and licensed each year. It is your responsibility to call and schedule your annual rental property inspection. Failure to do so will result in citations being issued against you.

To comply please complete and return this form to the Borough by March 1<sup>st</sup>, 2017 with appropriate fees, and contact the Borough (see above) to arrange for an inspection of the rental units. Email preferred: [Lansdownerentals@borough.lansdowne.pa.us](mailto:Lansdownerentals@borough.lansdowne.pa.us)

**Directions:**

1. Identify the appropriate fee on the schedule below
2. Complete this application form, front and back, and return with fee payable to: Borough of Lansdowne
3. Contact Code Official via telephone or e-mail address above to schedule your inspection.

\*\*\*\*\*Please include an e-mail address to expedite necessary communications. THANK YOU! \*\*\*\*\*

**Schedule of Fees**

Residential house 1-2 rental units .....	\$90.00
Multi-family structure 3 or more units .....	\$75.00 per unit
Apartment complex .....	\$75.00 per unit
Commercial property 1000 SQFT or less .....	\$110.00
Commercial property 1001-2000 SQFT .....	\$210.00
Commercial property > 2000 SQFT .....	\$210.00 + \$15.00 per 5,000 SQFT
Storage garage 500SQFT or less .....	\$75.00
Storage garage 501SQFT or more .....	\$75.00 + \$25.00 per 500 SQFT
Mounted equipment, antenna, ETC .....	\$75.00 for 2, \$25.00 ea. additional

**Note: Fee Increase Effective Date: Dec 22, 2016. We now accept Major Credit Cards for your convenience.**

\*For emergency management services the Borough provides it is necessary to record the following information.

Number of tenants in the structure \_\_\_\_\_  
Total number of units \_\_\_\_\_  
Number of occupied units \_\_\_\_\_

**Failure to respond; violations & penalties.** Please be advised that failure to respond by deadline above will result initiate automatic citations and subsequent penalties of not less than \$100.00, but not to exceed \$1,000. Each day the violation exists is considered a separate violation and will result in the issuance of additional citations.

If you feel you have received this notice in error, or have any questions, you may contact the code department at (610) 623-7300

**Appeals.** If you wish to appeal this notice, please communicate reason(s) via letter why this notice does not apply to your situation.

This letter must be received no later than March 1<sup>st</sup> 2017.

Please correct or make additions to the information shown page 1 of this document in the section below. If information is the same please indicate. Please follow directions by signing and returning document with remittance to the Borough of Lansdowne.

Name of property owner \_\_\_\_\_

Property owner address \_\_\_\_\_

city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

phone \_\_\_\_\_ Email \*\* \_\_\_\_\_

Does the owner live at property? YES NO

Is the property managed by a local agent of the owner? YES NO

If Yes, please provide contact information

Name of property manager \_\_\_\_\_

Property manager address \_\_\_\_\_

city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

phone \_\_\_\_\_ Email\*\* \_\_\_\_\_

**\*\*EMAIL ADDRESSES REQUIRED\*\***. If owned by an LLC or Corp., You Must provide Managing Partners name. Failure to do so will render this application not complete.

**OWNER OR LOCAL AGENT ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES**

I, (we) the OWNERS OR DESIGNATED LOCAL AGENT OF THE OWNER, understand that I, (we) shall not sell or transfer ownership of this dwelling, dwelling unit, rooming unit or rental unit, nor shall I (we) occupy, let, lease or allow the occupancy by another, unless performing required repairs approved by the Department of Code Enforcement, until the property in question has been inspected by the Department of Code Enforcement and determined to be clean, sanitary, and habitable, nor until the Department of Code Enforcement certifies by the issuance of a Rental License, that the property has been inspected and approved as being in conformity with all provision of the Codified Ordinances of the Borough of Lansdowne, as specified in Chapter 265. Furthermore, as indicated by my signature below, I hereby acknowledge that I understand that failure to comply with those rules and or any of the above, may result in citations issued by the local court with fines assessed up to \$1000.00 per day, for each day the violation occurs.

**X**

Date: \_\_\_\_\_

**DUE DATE: March 1<sup>st</sup>, 2017**

**SIGNATURE OF OWNER OR DESIGNATED LOCAL AGENT OF THE OWNER**

Please be advised that the Borough of Lansdowne is committed to insuring that all rental units are secure places to live. The following is information that the Borough requires related to health and safety matters. This information will also be helpful in your preparation for a smooth registration/licensure process.

**Life Safety Issues**

Does your building have an automatic Fire Alarm System? YES NO

If yes, do you know if certification is current YES NO

(For complexes only) Does your building have a standpipe system? YES NO

If yes, do you know if certification is current YES NO

Does your building have a sprinkler system? YES NO

If yes, do you know if certification is current YES NO

Do you have a rapid entry key system be installed on property? YES NO

If you answered no, would like information about a rapid entry key system? YES NO

**Recycling**

The borough is committed to achieving full participation in its recycling program. The ordinance describing requirements and how to participate is available on line at [www.lansdowneborough.com](http://www.lansdowneborough.com)

For rental buildings Over 6 units only

Please identify commercial trash hauler \_\_\_\_\_