

# LANSDOWNE BOROUGH

12 East Baltimore Avenue, Lansdowne, PA 19050

Phone: 610.623-7300 X210

Fax: 610.623.5533

Email: [Rentals@lansdowneborough.com](mailto:Rentals@lansdowneborough.com)

## RENTAL APPLICATION 2023 By March 1<sup>st</sup>, 2023

\*\*\*\*This is the only notification that you will receive about rental renewals this year.\*\*\*\*

Owner's Address:

Rental Property Address:

Our records indicate you are the owner of one or more rental properties in Lansdowne Borough. In accordance with Chapter 265 of the Lansdowne Borough Code, all rental units must be registered, inspected, and licensed each year. **This year we strongly suggest doing everything online, we offer New, Renewals and Payments online at:**

[https://www2.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal&installationID=268&original\\_iid=0&original\\_contactID=0](https://www2.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal&installationID=268&original_iid=0&original_contactID=0)

If not going online then, please complete all sections of the front and back of this application and return it, along with the appropriate fees, to the Borough of Lansdowne by March 1<sup>st</sup>, 2023. Please make all checks payable to the Borough of Lansdowne. It is your responsibility to schedule your annual rental property inspection by calling 610-623-7300 Ext 210 or by email at [Rentals@Lansdowneborough.com](mailto:Rentals@Lansdowneborough.com). Failure to do so will result in citations being issued against you.

### Rental Application Fees

#### Residential Properties

1-2 rental units.....\$90.00  
3 or more units.....\$75.00 per unit  
Apartment complex....\$75.00 per unit

#### Storage

garage < 500 sq ft.....\$75.00  
garage > 501 sq ft.....\$75.00 + \$25.00 per 500 sq

#### Commercial Properties

< 1000 sq ft.....\$110.00  
1001-2000 sq ft.....\$210.00  
> 2000 sq ft.....\$210.00 + \$15.00 per 5000sq ft

Mounted equipment, antenna, ETC  
\$75.00 for 2 \$25.00 ea. additional

**Note: We now accept major credit cards for your convenience online!**

### 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: \_\_\_\_\_

SIGNATURE OF OWNER OR DESIGNATED LOCAL AGENT OF THE OWNER

Please complete other side

**\*\*\*\*All sections of this form must be completed for it to be processed\*\*\*\***

**Rental Property Address:** \_\_\_\_\_ **Number of Units:** \_\_\_\_\_

**Number of Tenants:** \_\_\_\_\_ **Total Number of Units:** \_\_\_\_\_ **Number of Occupied Units:** \_\_\_\_\_

**Names and addresses of all recorded owners of the building.**

(include all general partners in the case of a partnership. If owned by an LLC or Corp., You Must provide all managing partners names. Attach an additional sheet if necessary)

\_\_\_\_\_

Phone Number of Owner or answering the phone  
365/24/7: \_\_\_\_\_

**EMAIL ADDRESS OF OWNER/AGENT** \_\_\_\_\_

**Does the owner live in the property? YES NO**

**Name, mailing address, actual street address, email address and telephone number of a designated responsible agent residing on the premises or within 10 miles of the Borough.**

(Please note the owner may also be the designated agent if they fit the above criteria)

\_\_\_\_\_

Exception. The local agent referred to in this section may reside more than 10 miles and up to 50 miles from the Borough of Lansdowne if the owner provides a rapid entry key system as approved by the Code Department.

**Please provide Names of each lessee, including the apartment/unit numbers and phone numbers.**  
(attach additional sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RENTAL INSPECTIONS THIS YEAR WILL BE HELD IN-PERSON**

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 <i>rapid entry key system</i> be installed on property?	YES	NO
If you answered no, would like information about a <i>rapid entry key system</i> ?	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 your commercial trash hauler here: \_\_\_\_\_