



120 MARSHALL STREET • KENNETT SQUARE, PA 19348
PHONE: 610-444- 6020 FAX 610-444-3216

APPLICATION FOR RENTAL REGISTRATION

Please complete and return this application with a non-refundable annual registration fee of **\$75.00 for each dwelling unit** and/or **rooming unit** to: Borough of Kennett Square, Codes Department, 120 Marshall Street, Kennett Square, PA 19348.

Date: _____, 20 .

Rental Property Address: _____

Zoning District: _____ Tax Parcel Number: _____

Owner: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____

Home Phone: ____/____ Work Phone: ____/____ Email: _____

Local Agent/Management Company: _____

Street Address: _____ City: _____

Home Phone: ____/____ Work Phone: ____/____

Unit Type: _____ Residential Single Family Detached
_____ Residential Single Family Attached/Townhouse
_____ Residential Multi-Family/Apartments/Condos _____ Other

Fill in the Amount: _____ Total Number of Units

_____ Number of Occupied Units _____ Number of Units Currently Vacant
_____ Number of Occupants in _____ Maximum Number of Occupants
In Occupied Units Permitted in Each Unit
_____ Number of Bedrooms

I, _____ hereby state that this application is correct and I apply for a license to operate the unit(s) listed above.

For Borough Use Only

Parcel No. _____ Total Fee: _____

Permit No. _____ Date Paid: _____ Code Enforcement Officer
Date Approved: _____

TENANT LIST

Tenants/Occupants (Full Name):	House/Apt. No.	Phone No.	Maximum Number of Persons Permitted to Occupy each Unit:
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I certify that I have given notice to the above tenant(s) about the approximate square footage of all rooms which may be occupied for sleeping purposes and the maximum number of persons permitted to occupy the dwelling unit.

CERTIFICATION
(Property Owner Signature)

You are required to list all occupants/tenants in the attached *Tenant List Certification Form* and certify that you have complied with the requirement of this application. A rental license will not be issued if the entire application is not completed. *The Tenant List Certification* is attached to the application.

As noted above, all vacant units must be inspected prior to occupancy or re-occupancy. Please complete the enclosed Application and Certification, and return with the appropriate fee by **February 1, 2010**. Make checks payable to the Borough of Kennett Square.

Section 8-107 Registration Required

An owner or any building containing dwelling and/or rooming units, other than single-family, owner-occupied buildings, shall register for each parcel of land under his ownership on which such building or buildings are contained (the premises) a person to serve as the responsible local agent who shall be legally responsible for operating the rental/rooming housing in compliance with all the provisions of the Code and Ordinances of the Borough of Kennett Square and the laws of the Commonwealth of Pennsylvania and who also shall be responsible for providing access to the premises for the purpose of making necessary inspections to insure such compliance.

The local agent shall reside within the Borough or within a five-mile radius of the premises, so long as he/she resides within Chester County, Pennsylvania. The owner of the rental/rooming housing, a tenant, a lessee, a roomer, an occupant, or another individual person may serve as the local agent if he is a bona fide resident at the premises or resides within a five-mile radius of the premises and is a Chester County resident. (Ord. 628, 15)

Rental Agent Registration

Rental Property Address: _____

Name: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Phone: (____) _____

If affiliated with a management company:

Company Name: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Business Phone: (____) _____