

BOROUGH OF COLLEGEVILLE
APPLICATION FOR RESIDENTIAL RENTAL UNIT LICENSE

In accordance with Ordinance 608 adopted 11-3-2021, I hereby make an application for a license for a Residential Rental Unit.

Address of Dwelling: _____

Number of Units: _____

Name of Owner: _____ Telephone #: _____

Address of Owner: _____ City: _____ State: _____ Zip: _____

Name of Agent if applicable: _____

Address of Agent: _____ City: _____ State: _____ Zip: _____

Telephone #: _____ Emergency #: _____

Owner Email: _____ Agent Email: _____

Owner or Agent must be available 24 hours a day, 365 days per year to answer and respond to an emergency. Owner or Agent must be able to be present at the property at Borough's request during an emergency. The Borough MUST be notified if the owner/agents contact information changes.

License renewal application and license should be mailed to: Owner or Agent

Name of Tenants:

Phone/Email

If any of the tenants are students, this property must comply with Collegeville Borough's Zoning Ordinance regarding Student Homes. Please indicate if any of the tenants are students.

A new rental inspection is required when there is a change in tenant or every three years whichever occurs first.

Property is no longer a rental property

(Owner's/Agent Signature)

VERIFICATION

_____ [applicant's name (print)] verifies that the statements in this application are true and correct to the best of his/her knowledge, information and belief and are made subject to the penalties of 18 PA C.S.A. Section 4904 relating to unsworn falsification to authorities

Date

Applicant's Signature & Title

Amount Received: _____ Check # _____ License # _____

Fees:

Inspection Fee:	\$125
License Fee (one-time fee per property):	\$ 50
Inspection includes initial inspection & 1 follow-up	
Additional Inspection:	\$ 40