



MUNICIPAL BUILDING  
155 LEXINGTON AVENUE  
EAST LANSDOWNE, PA 19050  
(610) 623-7131

# BOROUGH OF EAST LANSDOWNE

Delaware County, Pennsylvania

## SECOND/FINAL NOTICE

### 2018 ANNUAL RENTAL INSPECTIONS

Dear Property Owner:-

Your annual rental inspection payment was due by February 28, 2018. As of now a \$25.00 late fee has been assessed. Citations and notice to appear before the District Court will be issued to properties that haven't paid by April 30, 2018. **Payments received without the \$25.00 late fee will not be accepted by the Borough.**

Our records indicate that you are the owner of one or more rental properties or commercial properties in the Borough of East Lansdowne. In accordance with Borough Codes, all rental and commercial properties must be registered yearly and inspected.

To comply, please complete and return the enclosed form(s) with the appropriate fee by **February 28, 2018.** Please call the Borough office at 610-623-7131 to schedule the inspection with our Housing Officer after you have made payment. If you own more than one (1) property, you must complete a separate form for each property.

#### **DIRECTIONS:**

1. Identify the appropriate fee on the schedule
2. Complete the form(s) and return the forms(s) and the fee to the Borough of East Lansdowne. All forms must be fully completed. Any incomplete forms will be returned.
3. **Make checks payable to the Borough of East Lansdowne**
4. **All forms and payments must be received by February 28, 2018.**
5. **All payments received after February 28, 2018 will be subject to a \$25.00 late fee in addition to any fines or penalties imposed by the district court.**

**FAILURE TO RESPOND:** Please be advised that failure to respond by the deadline will result in legal action. Once a citation is filed with the court, we may not be able to withdraw it and you will have to resolve the issue with the district court in addition to the borough.

**REMINDER:** All information must be provided on application forms including Address, Phone # and Email Address. If you received this notice in error please contact the borough office at the number above to have your name removed from the list.

**BOROUGH OF EAST LANSDOWNE**  
155 Lexington Avenue, East Lansdowne, PA 19050  
Phone: 610-623-7131 FAX: 610-259-2636

**2018 RENTAL INSPECTION APPLICATION**

**SCHEDULE OF FEES**

**RESIDENTIAL UNITS:**

SINGLE UNIT: \$90.00                      DUPLEX: \$140.00                      TRIPLES: \$190.00

ADDITIONAL UNITS: \$50.00 (each)

If one unit is owner occupied, a discount of \$50.00 will be applied.

Example: 3 units (1 owner occupied)    \$90.00 + \$50.00 = Total: \$140.00  
          3 units (no owner occupied)    \$90.00 + \$50.00 + \$50.00 = Total: \$190.00

**RESIDENTIAL** -- TOTAL NUMBER OF UNITS: \_\_\_\_\_

Does the Owner live in any of the units? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

**Total Rental Fees Due:** \$ \_\_\_\_\_  
(make checks payable to the Borough of East Lansdowne)

**COMMERCIAL - BUSINESS:**

BUSINESS: \$100.00

BUSINESS WITH APARTMENTS: \$100.00 + \$50.00 per unit.

Example: 1 Business + 2 apts. = \$100.00 + \$50.00 + \$50.00 = Total: \$200.00

**COMMERCIAL:**

Does this Commercial property have any rental units? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

If yes, how many units: \_\_\_\_\_

**Total Rental Fee Due:** \$ \_\_\_\_\_  
(make checks payable to the Borough of East Lansdowne)

**INSPECTION** - All units inspected will have a time determined by the inspector to correct deficiency. The inspector will re-inspect the unit (s) at no charge. If the changes are not complete there is a \$50.00 charge for each subsequent inspection and a citation may be issued.

**NO SHOW:** Any owner or property manager that fails to show for a scheduled inspection and does not contact the inspector 24 hours prior may be charged \$50.00 for failure to appear.

**ALL INFORMATION MUST BE COMPLETED.**

PROPERTY ADDRESS - \_\_\_\_\_

NAME OF OWNER - \_\_\_\_\_

HOME ADDRESS OF OWNER (NO P.O. BOXES) - \_\_\_\_\_

HOME PHONE # OF OWNER - \_\_\_\_\_

CELL PHONE # OF OWNER - \_\_\_\_\_

EMERGENCY CONTACT INFORMATION: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NAME OF PROPERTY INSURER - \_\_\_\_\_

PHONE # - \_\_\_\_\_

POLICY # - \_\_\_\_\_

**RESIDENTIAL UNITS:**

NUMBER OF UNITS \_\_\_\_\_ IS ONE OWNER OCCUPIED \_\_\_\_\_ TOTAL FEE \_\_\_\_\_

COMMERCIAL UNITS: NUMBER OF UNITS \_\_\_\_\_

DOES THIS COMMERCIAL HAVE RENTAL UNITS \_\_\_\_\_ HOW MANY \_\_\_\_\_

TOTAL FEE FOR PROPERTY \_\_\_\_\_

**PROPERTY MANAGEMENT:**

DOES THIS PROPERTY HAVE A PROPERTY MANAGER? \_\_\_\_\_

IF YES COMPLETE THE FOLLOWING:

NAME OF PROPERTY MANAGER: \_\_\_\_\_

ADDRESS OF PROPERTY MANAGER: \_\_\_\_\_

PHONE # OF PROPERTY MANAGER: \_\_\_\_\_

**ACKNOWLEDGEMENTS:** I (we) the property owner (s) have read and understand this application, and have completed it truthfully. Furthermore, I understand as indicated by my signature below, I acknowledge that I understand that failure to comply with the rules set forth in this application and Ordinance may result in citations issued by the Borough and Local Court with fines assessed up to \$1,000.00.

ARE THERE ANY HANDICAP OR SPECIAL NEEDS IN YOUR BUILDING  
YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES PLEASE EXPLAIN:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_