



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

BOROUGH OF EAST LANSDOWNE

Delaware County, Pennsylvania

January 8, 2019

2020 ANNUAL RENTAL INSPECTIONS

Dear Property Owner:

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 29, 2020**. **If you own more than one (1) property, you must complete a separate form for each property.**

Please call the Borough office at 610-623-7131 to schedule the inspection with our Housing Officer after you have made the payment.

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 29, 2020**
5. All payments received after **February 29, 2020** 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 will 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.

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

2020 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: _____

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: _____