



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

BOROUGH OF EAST LANSDOWNE

Delaware County, Pennsylvania

2024 ANNUAL RENTAL INSPECTIONS

Dear Property Owner/Business 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 and inspected on a yearly basis.

To comply, please complete and mail the enclosed form(s) with the appropriate fee by **February 28, 2024**. If you own more than one (1) property, you must complete a separate form for each property.

YOU ARE REQUIRED BY STATUTE TO CONDUCT TESTING FOR LEAD PAINT HAZARDS AT YOUR RENTAL PROPERTIES OR DAYCARES. AFTER YOU HAVE RECEIVED YOUR LEAD-FREE CERTIFICATION PLEASE GIVE THE HOUSING OFFICER A CALL AT 610-623-7131 ONCE YOU HAVE MADE PAYMENT AND ARE READY TO SCHEDULE THE RENTAL INSPECTION. IF YOU HAVE ALREADY OBTAINED A LEAD-FREE CERTIFICATE YOU WILL NOT NEED ANOTHER LEAD INSPECTION FOR 3 YEARS.

DIRECTIONS:

1. Identify the appropriate fee on the schedule
2. Please mail the completed form (s) and the fee to the Borough of East Lansdowne.
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, 2024**.
5. All payments received after **February 28, 2024** and before **April 1, 2024** will be subject to a **\$25.00 late fee**. Any payments received after **April 1, 2024** will be subject to a **\$50.00 late fee** with **NO EXCEPTIONS** 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.

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

2024 RENTAL INSPECTION APPLICATION
SCHEDULE OF FEES

RESIDENTIAL UNITS:

SINGLE UNIT: \$120.00 DUPLEX: \$170.00 TRIPLES: \$220.00

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) $\$120.00 + \$50.00 = \text{Total: } \$170.00$
 3 units (no owner occupied) $\$120.00 + \$50.00 + \$50.00 = \text{Total: } \220.00

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: \$125.00

BUSINESS WITH APARTMENTS: \$125.00 + \$50.00 per unit.

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

Example: 1 Business + 2 apts. = $\$125.00 + \$50.00 + \$50.00 = \text{Total: } \225.00

COMMERCIAL: TOTAL NUMBER OF UNITS: _____

Does the owner live in any of the units? (Yes) _____ (No) _____

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 - _____

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 per day for each day the violation occurs.

ARE THERE AND HANDICAP OR SPECIAL NEEDS IN YOUR BUILDING?

YES _____ **NO** _____

IF YES PLEASE EXPLAIN:

SIGNATURE: _____ **DATE:** _____