



# Borough of Pottstown

Borough Hall, 100 East High Street  
Pottstown, Pennsylvania 19464-9525  
610-970-6520  
Email: LNIAdmin@pottstown.org

## RESIDENTIAL TENANT LISTING AND RENTAL APPLICATION

**PLEASE ALLOW 3-4 WEEKS FOR APPOINTMENTS**

**Failure to show at scheduled inspection time will incur a fee of \$100.00**

Application must be completed using in blue or black ink and must be legible or it may be rejected.  
Incomplete applications may be rejected.

**CHANGE OF ADDRESS OR CONTACT**

**TENANT LISTING** \*Must be submitted by January 31<sup>st</sup> each year

**NEW RESIDENTIAL RENTAL REQUEST** (Property not currently registered as a rental with the Borough)

Fees listed for #1, #2 and #3 are required

1. Residential Rental Registration: \$115

2. Residential Rental License: \$10 per unit. # of units \_\_\_\_\_ \$ \_\_\_\_\_ (Invoiced biennially, per rental cycle, thereafter.)

3. Residential Inspection (Invoiced biennially, by zone, thereafter.):

\$140.00 per single family dwelling, or per unit for at least two apartments. # of units \_\_\_\_\_ \$ \_\_\_\_\_

\$100.00 per apartment for buildings with at least three, but not more than six apartments. # of units \_\_\_\_\_ \$ \_\_\_\_\_

\$ 50.00 per apartment for building with seven or more apartments. # of units \_\_\_\_\_ \$ \_\_\_\_\_

**NEW OWNER OF PROPERTY WITH A CURRENT VALID RENTAL LICENSE**

Residential Rental License Administrative Transfer Fee:

\$25.00 per unit: Single family dwelling and Apartments of two-six units: # of units \_\_\_\_\_ \$ \_\_\_\_\_

\$10.00 per unit: Apartment building with seven or more apartments: # of units \_\_\_\_\_ \$ \_\_\_\_\_

**REINSTATEMENT OF RENTAL REGISTRATION \$230.00 \*Office Use Only**

To be used in cases of revocation of rental registration/licensing

### 1. PARCEL/PROPERTY INFORMATION

Date \_\_\_\_\_ Parcel ID # 1600

Number of Units: Commercial \_\_\_\_\_ Residential \_\_\_\_\_

Property Address \_\_\_\_\_

### 2. PARCEL/PROPERTY OWNER INFORMATION (Property Management information is to be entered on Page 2):

Legal Ownership Name \_\_\_\_\_

If LLC, Inc, etc enter name of Business Owner \_\_\_\_\_

Legal Owner Address (No PO Boxes) \_\_\_\_\_

Legal Owner Phone # \_\_\_\_\_ ;Ext \_\_\_\_\_ Legal Owner Party Cell Phone # \_\_\_\_\_

Legal Owner Email Address *Print legibly* \_\_\_\_\_

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### 3. PROPERTY MANAGEMENT/CARETAKER INFORMATION

\*If owner lives outside of the Tri-County area (Montgomery/Chester/Berks) you are required to designate a contact person who lives or works within that area.

Type of Contact     Emergency             Caretaker             Property Manager/Agent

Contact Name \_\_\_\_\_

Contact Address \_\_\_\_\_

Contact Phone \_\_\_\_\_;Ext. \_\_\_\_\_      Contact Cell Phone \_\_\_\_\_

Contact Email Address *Print legibly* \_\_\_\_\_

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### 4. ANNUAL TENANT REPORTING BY PROPERTY OWNER

Is any unit Owner Occupied?    No     Yes; Unit # \_\_\_\_\_

List all unit #'s and current tenant names.

If a unit is vacant, enter the word "Vacant" in the Tenant Name column.

Unit # as recorded in Borough Records	Tenant Name (one per space)	Relationship to name on lease (spouse, son, daughter, etc)	Phone #	Date of Occupancy

Use separate paper or submit rent roll for additional tenant listings.

5. I hereby verify that the information provided on this form is true and correct to the best of my knowledge, information, and belief. I understand false statements herein are made subject to penalties of 18 Pa. C.S.A. § relating to unsworn falsification to authorities.

Form submitted by     Owner             Caretaker             Property Manager/Agent

Date: \_\_\_\_\_      Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_