



Borough of Mount Penn

"The Friendly Borough"

John A. Becker Municipal Building

200 North Twenty-Fifth Street

Mount Penn, Reading, PA 19606-2091

Phone (610) 779-5151 * Fax (610) 779-5221

DATE:

TO:

RENTAL PROPERTY:

SUBJECT:

YOU HAVE 10 (TEN) DAYS TO RETURN THE 2 COMPLETED FORMS WITH APPROPRIATE PAYMENT, WHEREUPON THE INSPECTOR WILL CALL YOU TO SCHEDULE AN INSPECTION.

According to our records, you own a Rental Property within the Borough of Mount Penn. This correspondence is intended to notify you that the Borough, in conjunction with its adoption of the new, Statewide Uniform Construction Code and the International Property Maintenance Code, has adopted an ordinance regulating residential rental properties within the Borough. The ordinance applies to the renting of any building or a portion thereof, located within the Borough, which is being rented to a tenant as a residence for a period of thirty (30) days or more. The tenant registration ordinance requires that the landlord obtain a rental operating license by following the procedures set forth in the ordinance.

If you are the owner of a property in the Borough being rented for residential use, in whole or in part, you must obtain a rental operating license. Beginning May 1, 2008, the Borough will begin enforcement actions against residential landlords who have failed to obtain a license. Before you may be granted a rental operating license, you must obtain a rental operating license application from the Borough and return the completed application to the Borough along with the application fee. The following information must be provided in the application for a rental operating license:

1. Applicant's name, address, and telephone number.
2. Designation of the applicant as either the owner or property manager.
3. Name and address of the owner if different from the applicant.
4. Location and unit number of property to be rented.
5. The name and telephone number of the contact person to schedule a compliance inspection.
6. Names of all tenants and occupants who will occupy the rented property.
7. Move in and move out dates of tenants or terms of lease.
8. Please include the appropriate fees: \$75.00 for the inspection, \$25.00 for the certificate; and \$25.00 for each **additional** unit in the building.
9. Lastly, the applicant for a rental operating license shall have an inspection of the rented premises conducted by the building inspector for the Borough. A checklist of the items to be inspected is available for your use and may be picked up at the Borough office. Once the building inspector certifies that the residential housing unit to be rented complies with all provisions of the Building Code and its constituent codes, a rental occupancy permit will be issued. A list of fees, associated with the administration and enforcement of the ordinance, is also available from the Borough.

Every 2 (two) years your Rental Operating License must be renewed via forms and inspection. Please return the enclosed application and signed inspection form along with a check for the appropriate fee to the above address. If you have any questions, please contact the Borough Secretary at 610.779.5151.



Borough of Mount Penn

"The Friendly Borough"

John A. Becker Municipal Building

200 North Twenty-Fifth Street

Mount Penn, Reading, PA 19606-2091

Phone (610) 779-5151 * Fax (610) 779-5221

Rental Operating License Application

1. Applicant's Name: _____
2. Applicant's Address: _____
3. Applicant's Telephone: _____
4. Applicant is ___owner/landlord ___property manager/agent for owner
5. Name and address of owner (if different from #1 and #2 above)

6. Location and unit number of property to be let for occupancy:

7. Name and telephone number of contact person to schedule compliance inspections (if different from # 1 or # 2):

8. Mailing address of property to be let for occupancy (if different from # 6 above):

9. Names and ages of all tenants and occupants who will occupy property listed in # 6 above:

10. The schedule Move-in and Move-out dates fro tenants/occupants who will occupy property listed in # 6 above:

I verify that the information contained in this Application is true and correct to the best of my knowledge, information and belief. I understand that I must allow the Borough of Mount Penn Codes Enforcement Officer to inspect the property listed in #5 above, to ensure that such property is compliant with all applicable building codes and that I must pay the cost of such inspection and repair *any* items found to be in violation before a Rental Operating License will be issued.

Signature: _____

Date: _____

Please Submit (1) one Application for each Rental Unit

For Office Use: Application fee attached: Yes _____ No _____

License issued on: _____