

# BOROUGH OF EDDYSTONE

## Residential Rental Operating License Application

**OWNERS TO COMPLETE INDIVIDUAL APPLICATION FOR EACH RENTAL PROPERTY, AND SUBMIT ANNUAL LICENSE FEE AS PER INSTRUCTIONS**

### Section 1 - Property Information and Identification

Number and Street Address: _____	
Property (Tax Folio / Parcel #) : 18 00 _____ - The remaining 7 digits are located on your Tax Bill Example (18 00 <b>00001 00</b> )	
Property Type:	_____ Single Family _____ Duplex _____ Multi Family _____ Hotel / Motel
Number of Rental Units:	_____ Dwelling Units _____ Rooming Units
<b>Are any of the units within the property Owner Occupied?</b> _____ Yes    _____ No	
<b>Definitions:</b>	
DWELLING UNIT: Any habitable room located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for sleeping, cooking and eating.	
ROOMING UNIT: Any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking of meals.	

### Section 2 - Owner Information

Name of Person or Business: _____ (Required) First, MI, Last or Chief Operating Officer/Partnership /Owner	
General Phone (Day)#: _____	
Emergency #:	_____ Email _____
Owners Address:	Street/Suite _____
	City _____
	State _____
	Zip Code _____

### Section 3 - Person Responsible for Maintenance & Management

Enter below the requested information for the natural person responsible for maintenance and management of this property. This person must reside within the Eddystone Borough Area. A post office box or commercial mail service box is not acceptable as an address for such person.

Manager Name: _____	
Manager I Phone (Day)#: _____	
Emergency #:	_____ Email _____
Managers Address:	Street/Suite _____
	City _____
	County _____
	State _____
	Zip Code _____

### Section 4 Signature of Property Owner

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND I UNDERSTAND ALL MAILINGS FROM EDDYSTONE BOROUGH DEPARTMENTS, INCLUDING THE ANNUAL RENTAL LICENSE BILLING STATEMENT WILL BE MAILED TO THE OWNERS ADDRESS IDENTIFIED ABOVE. ANY CHANGES TO ABOVE APPLICATION INFORMATION SHALL BE IDENTIFIED TO THE BOROUGH.

**Signature of Owner / Date** \_\_\_\_\_

Phone 610-874-1100

Eddystone Borough Residential Rental Application Form - 4/23 Rev 0

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### Fee Information

The annual Residential Rental Operating License (RROL) Fee is \$200.00 for the first rental dwelling unit and **\$75.00** for each additional rental dwelling unit under common ownership within the same property/building. When a residential rental property is also owner occupied, the annual RROL Fee is \$100.00 for the first dwelling unit and **\$50.00** for each additional rental dwelling unit under common ownership within the same property/building. The RROL Fee includes as necessary annual inspection, emergency inspections, and complaint inspections. Inspections required due to a change in rental property ownership (sale of property) or property/building conversions and alterations, are not included in the RROL Fee. The annual licensing Fee is due on or before July 31st of the current year.

Occupancy of an unlicensed residential dwelling unit shall be subject to fines and penalties identified by Borough of Eddystone Ordinance 612 or Borough Code.

### Additional Required Notifications:

- New license applicants/owners shall also complete a Residential Rental Property Tenant Notification Form for each rented dwelling unit identified in section 1 of this application.
- Prior to any new accountable tenant occupying a rental unit, existing licensees shall complete a new Residential Rental Property Tenant Notification Form, and have the dwelling unit inspected. **There is a \$100.00 inspection fee.**
- **Properties that fail inspection are required to be re-inspected within 10 working days and require a \$75.00 re-inspection fee.**
- Existing licensees shall promptly notify the Borough of any changes (additions or deletions of additional tenants) to the current Residential Rental Property Tenant Notification Form filed with the Borough.
- The owner of any residential rental property shall, prior to the time of sale of said property, notify the buyer in writing of all unabated orders and violation tags issued by the Borough pertaining to said residential rental property.

### **FEE MUST ACCOMPANY APPLICATION FORMS**

Make checks payable to: Borough of Eddystone

Mail to: Borough of Eddystone  
**c/o Code Enforcement**  
1300 East 12<sup>th</sup> Street  
Eddystone, Pa 19022