

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

mtpennborough@comcast.net



Code Enforcement Department

Permit Number: _____

APPLICATION FOR RENTAL UNIT REGISTRATION & LICENSE

(Rev Nov 2021)

PART A: TO BE COMPLETED BY OWNER / APPLICANT**RENTAL UNIT STREET ADDRESS**

Name of Property Owner:

Address:

Phone No.:

Mobile Phone No.:

Email Address:

Name of Applicant if other than Owner:

Address:

Phone No.:

Mobile Phone No.:

Email Address:

Name of Property Manager/24 Hr Emergency Contact:

Address:

24 Hour Phone No:

Mobile Phone No.:

Email Address:

PROPERTY INFORMATIONType of Rental Unit:
(Check One)☐

Single Family Home

☐

Multi-Unit (Number of Units _____)

☐

Commercial

OTHER INFORMATION REQUIRED / INITIAL ALL:

- ☐ **Property Manager** - If the owner of the above-described Rental Unit does not reside within fifty (50) miles from the Rental Unit, in addition to the property owner, a local Property Manager must be utilized who is responsible for the security and maintenance of the property. This Property Manager must have the authority for making decisions concerning the Rental Unit(s) and abatement of nuisance conditions as well as any expenditures in connection. Please identify and submit with this application who is responsible as the Rental Unit's Property Manager (see above).
- ☐ **Tenant Listing** - The terms of the lease, along with the names and contact information for all tenants eighteen (18) years or older is required to be submitted; list only the number of tenants under the age of eighteen (18). Please complete and attach Tenant Listing as part of this application.
- ☐ **Rental Addendum** - Prior to commencement of a landlord tenant relationship, a summary of the Borough's Crime Free Residential Housing Program must be provided to the tenant, and a signed acknowledgement that this has been received by the tenant must be submitted to the Borough. This is accomplished through a "Addendum to Rental Agreement"; this must be submitted to the Borough within ten (10) days of the execution of any lease. Any time there is a new lease/new tenant, a new completed Rental Addendum is required to be submitted. If not already on file for existing tenants, please complete and submit a Rental Addendum as part of this application.
- ☐ **Inspections Required** - Registration and Licensing of Rental Units require periodic inspection by the Borough. This inspection is conducted once every two (2) years, or upon tenant change. Upon registration, you will be contacted to schedule this periodic inspection when it is due. Please see the attached information regarding the Borough's Rental Unit Inspection Program.

STATEMENT BY APPLICANT, OWNER, and/or OWNER'S AGENT:

I hereby certify that I am the PROPERTY OWNER/AGENT OF THE PROPERTY OWNER that the information contained in this application is true and accurate to the best of my knowledge, information and belief. I am authorized to make this application, and voluntarily consent to allowing the Borough of Mount Penn Code Enforcement Officer to upon notification enter the above-described premises to conduct an inspection including but not limited to Property Maintenance, Zoning, Building, Plumbing, Electrical, Mechanical, and Fire Codes. Further, in applying for this registration, I/we agree to adhere to all the applicable Borough of Mount Penn requirements and regulations, including the International Property Maintenance Code, and the Crime Free Residential Rental Housing Program. In accordance with the applicable Ordinances, I/we agree to notify the Borough in writing within ten (10) days of any changes of information in the registration including the names and contact information of any and all tenant changes.

Signature of Property Owner/Agent: _____

Date: _____



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TENANT LISTING

The Borough of Mount Penn has adopted and enacted Ordinances that have established Rental Property Registration Program requirements, whereby owners of rental unit properties must among other things, register their rental units with the Borough including the term of the lease for which occupancy is authorized, and the names and contact information for all persons authorized by the Property Owner to occupy the property. List below the tenant information required to be submitted as part of the Rental Unit Registration. Updated listings must be submitted upon new tenant occupancy.

Location/Street Address of Rental Property

Rental Property Owner Name	Rental Property Owner Mailing Address
Rental Property Phone Number Mobile: Home:	Rental Property Owner Email Address

Property Manager Name	Property Manager Mailing Address
Property Manager 24 Hour Phone Number Mobile: Business:	Property Manager Email Address

Unit #	Date & Term of Lease	Tenant Name(s)	Number of Children & Ages	Tenant Phone No.	Tenant Email Address

(Attach additional sheets as needed)

Location/Street Address of Rental Property

Unit #	Date & Term of Lease	Tenant Name(s)	Number of Children & Ages	Tenant Phone No.	Tenant Email Address

Signature of Property Owner/Agent: _____ Date: _____