

Borough of Folcroft

1555 Elmwood Ave Folcroft, Pa 19032 Phone (610)522-1305 Fax (610) 522-1114

Rental Dwelling License Application

Under the Provisions of Ordinance #973 of the Borough of Folcroft, it shall be the responsibility of every owner, Management Company or operator of any rental property to apply to the Borough for an inspection on an annual basis. The permit fee for each unit is two hundred **(\$200.00)**. This license fee includes the inspection and one (1) re-inspection. All repairs must be completed within thirty (30) days of the original inspection and scheduled for re-inspection by the property owner. **Additional re-inspections, "No Shows" and cancellations with less than 24 hours' notice will be charged \$275.00 for each occurrence. (NO EXECPTIONS)**

Rental Dwelling Address: _____ Folio # _____

Property Type: ___ Single Family ___ Duplex ___ Multi Family ___ Commercial

Number of Rental Units: ___ Dwelling Units ___ Rooming Units

Are any units within this property owner occupied? ___ Yes ___ No

Definitions:

Dwelling Unit: Any habitable room located within a dwelling and forming a single unit which is used or intended to be used for sleeping, cooking, & eating.

Rooming Unit: Any room or group of rooms forming a single habitable unit used or intended to be used for living & sleeping, however not for cooking meals.

Property Owner: _____

!!!!!!If a business, a managing member of the entity must be listed (No exceptions)!!!!!!

Managing Member's name: _____

Address (**No PO Box**): _____

City: _____ State: _____ Zip: _____

ATTACH COPY OF PROPERTY OWNER'S DRIVER'S LICENSE.

Phone#: _____ Cell#: _____ Fax#: _____

Email Address: _____

Person Responsible for Maintenance & Management

Enter below the person responsible for maintenance and management of this property. This person must reside within 10miles of Folcroft Borough.

Manager's Name: _____

Address (**No PO Box**): _____

City: _____ State: _____ Zip: _____

Phone#: _____ Cell#: _____ Fax#: _____

Email Address: _____

I ACKNOWLEDGE AND UNDERSTAND THE PROVISIONS WRITTEN IN THIS RENTAL LICENESE APPLICATION.

I CERTIFY THE ABOVE INFORMATION IS TRUE AND CORRECT AND UNDERSTAND ALL MAILINGS FROM FOLCROFT BOROUGH DEPARTMENTS, INCLUDING THE ANNUAL RENTAL LICENCE BILLING STATEMENT WILL BE MAILED TO THE OWNERS ADDRESS IDENTIFIED ABOVE.

ANY CHANGES TO ABOVE APPLICATION INFORMATION SHALL BE IDENTIFIED TO THE BOROUGH.

I acknowledge I must apply for a rental license every year I rent the property listed in this rental application & that completed application and payment is due by January 15th of each year. Initials: _____

Property Owner Printed Name: _____

Property Owner Signature: _____

Date: _____ / _____ / _____

NOTE:

ALL LIENS AND ABATEMENTS MUST BE SATISFIED (IN FULL) PRIOR TO RECEIVING A RENTAL LICENESE. IF THERE IS A LIEN ON THIS PROPERTY CONTACT THE BOROUGH OF FOLCROFT. 610-522-1305

Unit: _____

Accountable tenant information:

First & Last Name: _____

Total number of persons/ family members occupying unit: _____

List all tenants, relationship and ages under (18): (*Example – John Smith, son, 15*)

| (First Name) | (Last Name) | (Relationship) | (Phone#) |
|--------------|-------------|----------------|----------|
|--------------|-------------|----------------|----------|

| | | | |
|--------------|-------------|----------------|--------------------------|
| (First Name) | (Last Name) | (Relationship) | (Phone# or age under 18) |
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Copy page 3 if more entries are required.

FRIENDLY REMINDER FOR LANDLORDS & RESIDENTS

RECYCLE WEDNESDAYS!!!! For information go to our website (Folcroftborough.com) and Facebook.

- Get **FREE** recycling bins from borough hall. (1555 Elmwood Ave. Folcroft, Pa 19032)
- Do not place recycle items in plastic bags!
- IF A COMMERCIAL SERVICE PICKS UP YOUR TRASH THIS DOES NOT APPLY.

LITTER & WASTE!!!! Keep exterior property grounds free of trash.

TRASH PICK-UP!!!! Trash must NOT be placed out before 4pm the night before.

- Must use containers with lids.
- Construction material placed out for trash pick-up is not allowed and will not be picked up.

DISPOSAL OF MATTRESSES, BOXSPRINGS & UPOLSTERY

FURNITURE!!!! Must be wrapped with plastic for bulk trash pick-up and you must make an appointment by calling borough hall at 610-522-1305.

ELECTRONICS!!!! Electronic placed out for trash pick-up is not allowed.

GRASS!!!! Keep grass below 6 inches.

- Do not blow grass clippings onto the street or a neighboring property.

SNOW!!!! Remove snow from all walkways at your property within 24 hours from when it stops snowing.

- Do not throw snow onto the street or a neighboring property.

PERMITS!!!! Permits must be obtained through the borough prior to any home improvement project. Call the borough at 610-522-1305 to confirm that you need a permit.

These ordinances are strictly enforced. Govern yourself accordingly.

!!!ATTENTION!!!

CITATIONS ARE ISSUED TO THE PROPERTY OWNER NO MATTER THE AGREEMENT BETWEEN THE LANDLORD AND TENANT.