



# UPPER CHICHESTER TOWNSHIP

PO BOX 2187, UPPER CHICHESTER, PA 19061  
PH: 610-485-5719 FAX: 610-485-3615

TOWNSHIP RECEIVED DATE

## RENTAL USE & OCCUPANCY APPLICATION

(NEW RESIDENTIAL or COMMERCIAL TENANT OR ANNUAL TENANT RENEWAL)

TYPE OF RENTAL (Please Circle): Residential Commercial

### PROPERTY INFORMATION (Only one property per application)

ADDRESS:

Street Apt# City State Zip

IS THIS A HOME FOR THOSE WITH SPECIAL NEEDS?

INFORMATION WILL BE SENT TO FIRE MARSHAL FOR EMERGENCY PURPOSES

YES

NO

### APPLICANT'S CONTACT INFORMATION

APPLICANT (Please Circle): Owner Property Manager Other \_\_\_\_\_

NAME OF AGENCY/BUSINESS):

PHONE:

APPLICANT NAME:

EMAIL:

APPLICANT ADDRESS

FAX:

Street Apt# City State Zip

### OWNER'S CONTACT INFORMATION

NAME:

EMAIL:

PHONE:

ADDRESS:

FAX:

Street Apt# City State Zip

### \*\*\*INSPECTION CONTACT INFORMATION\*\*\*

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

As provided by Chapter 429: Article IV # of Rental Units \_\_\_\_\_ # Common Areas \_\_\_\_\_

I HEREBY CERTIFY THAT THE PROPOSED CERTIFICATE OF OCCUPANCY APPLICATION IS AUTHORIZED BY THE OWNER OF RECORD, THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LOCAL, STATE, AND FEDERAL LEGISLATION.

SIGNATURE

DATE

### TENANT INFORMATION (For more tenant listing, please attach additional paper.)

| FIRST AND LAST NAME, INCLUDING CHILDREN OF EACH UNIT. PLEASE LIST COMMON AREAS AS WELL | PHONE NUMBER | UNIT NUMBER | U&O FEE/UNIT |
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### FEES

### TOWNSHIP USE:

#### RESIDENTIAL RENTAL FEE PER UNIT

Common Area (CA): \$104.50/CA  
Change of Tenant: \$79.50/Unit  
Annual Renewal: \$54.50/Unit  
Residential Re-inspection: \$39.50/Unit

#### COMMERCIAL/INDUSTRIAL RENTAL FEE/UNIT

Initial Inspection: \$129.50/Unit  
Re-inspection: \$39.50/Unit

FOLIO: \_\_\_\_\_

CHECK # \_\_\_\_\_ CASH

AMOUNT \$ \_\_\_\_\_

For information regarding your inspection, please contact the Housing Inspector, Charles Remaley, @ 610-494-3010

**TENANT INFORMATION CONT.** (For more tenant listing, please attach additional paper.)

| FIRST AND LAST NAME, INCLUDING CHILDREN OF EACH UNIT. PLEASE LIST COMMON AREAS AS WELL | PHONE NUMBER | UNIT NUMBER | U&O FEE/UNIT |
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