

**Dept. of Licenses & Inspections**

100 Garrett Road, Upper Darby, PA, 19082

610-734-7640

Rentals@UpperDarby.org

**RENTAL DWELLING LICENSE APPLICATION****\*\* INCOMPLETE APPLICATIONS WILL BE RETURNED \*\***

|                                 |  |                                 |  |
|---------------------------------|--|---------------------------------|--|
| <b>Rental Dwelling Address:</b> |  | <b>Number of Housing Units:</b> |  |
|---------------------------------|--|---------------------------------|--|

| Type of Rental Property | Fee Schedule |
|-------------------------|--------------|
| One Family Single Unit  | \$125.00     |
| Two Family Duplex       | \$150.00     |
| Triplex (3 Units)       | \$175.00     |

|   |  |
|---|--|
| <b>Multiple Dwelling (4+ Units)</b>   | Number of Units ____ x \$20 + \$125 (fixed base fee) = Total \$ ____ |
| Example: Units <u>5</u> x \$20 = \$100 + \$125 (fixed base fee) = Total <u>\$225.00</u> |  |

|   |  |                  |  |
|---|--|------------------|--|
| <b>Name of Property Owner(s):</b><br>(All property owners with greater than 10% ownership interest must be listed on this application): |  |                  |  |
|   |  |                  |  |
| <b>Ownership Type</b> (Individual, Partnership, Corporation, Other):  |  |                  |  |
|   |  |                  |  |
| <b>Township Business Privilege License Number:</b>  |  |                  |  |
|   |  |                  |  |
| <b>Owner Business Address</b> (PO Box NOT Accepted)   |  |                  |  |
| <b>City:</b>  |  | <b>State:</b>    |  |
| <b>Phone:</b>   |  | <b>Cell:</b>     |  |
| <b>Email:</b>   |  | <b>Zip Code:</b> |  |

|  |  |                  |  |
|--|--|------------------|--|
| <b>Property Manager / Agent / Person-In-Charge:</b>              |  |                  |  |
|  |  |                  |  |
| <b>If Manager is a Company, please provide a contact person:</b> |  |                  |  |
|  |  |                  |  |
| <b>Management Company/Manager Address:</b>                       |  |                  |  |
| <b>City:</b>   |  | <b>State:</b>    |  |
| <b>Phone:</b>  |  | <b>Cell:</b>     |  |
|  |  | <b>Zip Code:</b> |  |

|  |  |                  |  |
|--|--|------------------|--|
| <b>Emergency Contact (If Different Than Above):</b>                        |  |                  |  |
|  |  |                  |  |
| <b>If Emergency Contact is a Company, please provide a contact person:</b> |  |                  |  |
|  |  |                  |  |
| <b>Emergency Company / Contact Address:</b>                                |  |                  |  |
| <b>City:</b>   |  | <b>State:</b>    |  |
| <b>Phone:</b>  |  | <b>Cell:</b>     |  |
|  |  | <b>Zip Code:</b> |  |

**Please Complete and Specify The Following Information:**Who is the Primary Contact: ☐ Property Owner ☐ Property Manager/Agent/Person-In-ChargeWho is the Billing Contact: ☐ Property Owner ☐ Property Manager/Agent/Person-In-Charge

| Unit Number | Tenant Names | Tenant Phone | Total No. of Unit Occupants |
|-------------|--------------|--------------|-----------------------------|
|             |              |              |                             |
|             |              |              |                             |
|             |              |              |                             |
|             |              |              |                             |

Please provide a list of all tenants currently living in each housing unit of the rental dwelling indicated above along with the unit identification number in which they currently reside, the name of each tenant, a phone number so that Township staff are able to contact each tenant directly in case of an emergency, and the total number of occupants currently in each housing unit of the rental property. If additional space is needed to report tenant information, please submit an additional sheet.

## AFFIRMATION FOR RENTAL DWELLING SUITABILITY AND CODE COMPLIANCE

By submitting and signing this rental dwelling license application for the Property Address:

PA, \_\_\_\_\_

I, am certifying that I am the property owner and/or an authorized agent signing on behalf of the owner. That, I understand that falsifying information can result in having the rental license application denied and the property will not be licensed to operate as a rental dwelling.

As the property owner and/or authorized agent, I understand and intend to comply with all applicable codes, ordinances, and regulations of Upper Darby Township, including the Upper Darby Township Property Maintenance Code, the PA Uniform Construction Code, the Township Solid Waste Ordinance, and all applicable stand-alone ordinances. I further acknowledge and intend to comply with all applicable Township regulations outlined in various Township Chapters such as Animals, UCC, Contractors, Dumpsters and other Containers, Fire Code, Floodplain Management and Permits, Graffiti, Littering, Noise, Vacant Property, Sewers and Sewage Disposal, Stormwater Management, Streets and Sidewalks, Trees, and Zoning.

That, I, as the property owner and/or authorized agent acknowledge my obligation to provide a fit and habitable rental dwelling in accordance with all applicable municipal and state regulations. I affirm that no major life/safety hazards (e.g., structural, fire, electrical) exist at the time of this application and that all required life/safety equipment (e.g., smoke detectors, carbon monoxide detectors, fire extinguishers) are present and in proper working order. I further certify that the property's mechanical, electrical, and plumbing systems, including heating equipment, electrical panels and wiring, ventilation systems, and water and sewer lines, are in habitable condition. I agree to maintain these systems and life/safety equipment in compliance with all applicable municipal and state regulations.

That, I, will contact the Upper Darby Township Department of Licenses and Inspections to schedule a rental inspection within 30 days of submitting this rental dwelling license application, unless a rental dwelling inspection was already performed within three (3) years of the date of this application and the dwelling passed the inspection (applicable to existing rental license renewals only). In such cases, no additional inspection is required. I understand it is my responsibility to confirm the date and status (pass/fail) of the last inspection with the Department.

I will also contact the Upper Darby Township Department of Licenses and Inspections within 30 days of submitting this application to address any open notices, permits, tickets, or fines issued against the rental property.

That, I, as the property owner and/or authorized agent affirm under penalty of perjury that all information provided in this application is true and correct to the best of my knowledge and belief. I further understand that I must notify the Department in writing within 10 days of any changes to the property's ownership, owner's contact information, or property manager/emergency contact information. Additionally, I will notify the Department in writing within 60 days of any changes in tenants. I acknowledge that failure to comply with these requirements or operate without a valid rental license may result in penalties, including citations.

That, I, as the property owner and/or authorized agent understand that approval of this rental license does not deem the rental dwelling habitable or code-compliant. The issuance of this license does not grant authority to violate or cancel provisions of any applicable Township or State regulations.

That, I, as the property owner and/or authorized agent, certify I have reviewed and completed this application for approval, or that my authorized agent, as listed under the property manager/agent section of this application, has completed this application on my behalf as my designated legal representative. I attest that the information provided in this application is accurate and complete to the best of my knowledge and belief. I understand that knowingly providing false information or making false statements may result in revocation of the rental license and other penalties prescribed by law.

I certify that I as the property owner have reviewed and completed this application for approval or my authorized agent has reviewed and completed this application for approval on my behalf who is named under the property manager / agent section of the application and has been designated to act as my legal representative. I further attest that the information on this application and statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly provide any false information or make any false statements herein I am subject to the possible revocation of any licenses issued as a result of my false application, and such other penalties as may be prescribed by law.

**By signing this application below, I, hereby attest that I am the property owner and/or authorized agent and I have reviewed the rental dwelling application and verify that the information provided and statements contained above and herein on this application are true and correct to the best of my knowledge, information, and belief. I understand that false statements made herein are subject to penalties of 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities.**

Application Reviewed & Completed By:

☐ Property Owner

☐ Property Manager / Authorized Agent

Property Owner and/or Authorized Agent Name:

Property Owner and/or Authorized Agent Signature:

Date Application Reviewed, Completed, & Signed: