

# UPPER DARBY TOWNSHIP

100 Garrett Road. Upper Darby, PA 19082 \* (610)734-7640

## ANNUAL RENTAL LICENSE APPLICATION

Every person, firm, corporation or any other type of entity owning, managing, or operating a dwelling unit and/or rooming unit shall not rent, lease, let out or permit the same to be occupied without first applying for and securing the following: An annual rental dwelling license for each occupied and/or vacant dwelling(s) issued pursuant to provisions of this article applicable ordinances, rules and regulations enacted by the Council of Upper Darby Township.

I hereby submit this application for rental license to operate the following:

**Multiple Dwelling - based on four (4) or more units use calculation below:**

Enter number of units ( ) X \$20.00 + \$125.00 (fixed base fee) = total \$ \_\_\_\_\_ fee to submit

For example: no. of units (5) X \$20.00 = \$100.00 + \$125.00 (fixed base fee) = total fee \$225.00

<b>*RENTAL PROPERTY ADDRESS</b>
<b>*NAME OF OWNER</b>
<b>*HOME ADDRESS (Required field – P.O. Box not acceptable)</b>
<b>*EMAIL ADDRESS</b>

<b>*HOME PHONE</b>		<b>*BUSINESS NUMBER</b>	
<b>*CELL PHONE</b>		<b>*EMERGENCY CONTACT NUMBER</b>	

Agent information: Required if you reside out of state/country or if you have someone other than yourself who manages the property.

<b>AGENT NAME</b>	
<b>AGENT ADDRESS</b>	
<b>AGENT PHONE NUMBER</b>	

Remit check or money order made payable to: UPPER DARBY TOWNSHIP, 100 GARRETT ROAD. UPPER DARBY, PA 19082. (BE ADVISED THE TOWNSHIP DOES NOT ACCEPT CASH PAYMENTS)

YOU ARE RESPONSIBLE TO SCHEDULE A RENTAL INSPECTION WITHIN THIRTY (30) DAYS. CONTACT OUR OFFICE AT: (610) 734-7640 BETWEEN THE OURS OF 9:00A.M. AND 4:30P.M.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\* REQUIRED FIELDS: INCOMPLETE APPLICATIONS WILL BE RETURNED FOR CORRECTIONS