

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

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

* HOME PHONE		* BUSINESS NUMBER	
* CELL PHONE		* EMERGENCY CONTACT NUMBER	

Agent information: A local representative (inside of PA) is required if you reside out of state or country or if you have someone other than yourself who manages the property.

AGENT NAME	
AGENT ADDRESS	
AGENT PHONE NUMBER	

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