

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: (check one)

ONE FAMILY SINGLE UNIT RENTAL FEE \$125.00

TWO FAMILY DUPLEX RENTAL FEE \$150.00

TRIPLEX (3 UNIT) RENTAL FEE \$175.00

| |
|---|
| *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: Required if you reside out of state/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