

# 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 HOURS OF 9:00A.M. AND 4:30P.M.**

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

\_\_\_\_\_  
Date

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