

Registration Fee \$ _____ Date _____
Inspection Fee \$ _____ Date _____
Inspector _____ Date _____
Re-Inspect Fee \$ _____ Date _____

Code Enforcement

Rental Unit Registration & License Application

1. New Registration **Renewal** **Change in Owner/Property Manager**

2. RENTAL PROPERTY ADDRESS

Address: _____ City: _____
Number of Units: _____ Type of Rental (Circle): Single-Family Duplex (2 Family) Multi-Family (3 or More Units)

3. OWNER INFORMATION

Name: _____ Business Name: _____
Mailing Address: _____ City: _____ State: ____ ZIP: _____
Phone Numbers: Day: _____ Email: _____
Cell: _____ FAX: _____
Emergency Representative: _____
Mailing Address: _____ City: _____ State: ____ ZIP: _____
Phone Numbers: Day: _____ Evening: _____
Cell: _____ FAX: _____

4. PROPERTY MANAGEMENT INFORMATION

Name: _____ Business Name: _____
Mailing Address: _____ City: _____ State: ____ ZIP: _____
Phone Numbers: Day: _____ Email: _____
Cell: _____ FAX: _____

5. RENTAL UNIT(S) INFORMATION (*Attach additional sheets as necessary*)

Unit or Apt # _____ **Number of sleeping rooms in this unit:** _____ **Number of occupants:** _____
List the names of all occupants of this unit including children:

Tenant phone number(s); Home - _____ Cell - _____

Utilities: Owner's Responsibility: Heat Electric Water Sewer Yard Maintenance
Tenant's Responsibility: Heat Electric Water Sewer Yard Maintenance

Unit or Apt # _____ **Number of sleeping rooms in this unit:** _____ **Number of occupants:** _____
List the names of all occupants of this unit including children:

Tenant phone number(s); Home - _____ Cell - _____

Utilities: Owner's Responsibility: Heat Electric Water Sewer Yard Maintenance
Tenant's Responsibility: Heat Electric Water Sewer Yard Maintenance

6. OWNER/AGENT CERTIFICATION

I hereby attest to the truth and accuracy of the information contained in this application and grant Lower Heidelberg Township permission to conduct any and all inspections required and affirm that all tenants of the subject property will be informed of required and scheduled inspections.

Printed Name: _____

Signature: _____ **Date:** _____