

SCHEDULING FORM

Borough of Kenhorst

339 S. Kenhorst Blvd

Kenhorst, PA 19607

610.777.7327

Please complete and return with payment

Property Owner: _____

For Property Located at: _____

Please complete this form and return it along with your Rental Unit Registration form and payment in the form of a check made payable to the Borough of Kenhorst.

SCHEDULING OF INSPECTIONS:

Upon receipt of the completed Rental Unit Registration form, Scheduling form and fees, you will be contacted via phone to schedule a specific date and time for the inspection. Inspections will be conducted Monday through Friday between the hours of 8:00 a.m. - 4:00 p.m.

Please indicate the preferred day and time you are available to schedule inspection of the rental property. Every effort will be made to accommodate your request.

Phone number where you can be reached during the day: _____

If you have a preference for day and/or time, please check below:

Monday Tuesday Wednesday Thursday Friday

Morning (8:00 -12:00) Afternoon (12:00 - 4:00)

If you would like us to contact the tenant to schedule please list their name and phone number below:

FEE CALCULATION:

Payment

License/Inspection Fee _____ Unit(s) @ \$100.00/unit \$ _____

Please note: All required license and inspection fees must be paid prior to scheduling any inspections. Fees paid after January 31 are subject to a \$200/unit late fee

If you have any questions, feel free to contact Kraft Code Services at 610.590.1471.