SCHEDULING FORM

Borough of Shillington 2 E. Lancaster Avenue Shillington, PA 19607 610.777.1338

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 Shillington. 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:	Property Owner:							
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:	For Property Located	d at:						
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:								
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:	SCHEDULING OF II	NSPECTION	NS:					
Phone number where you can be reached during the day:	be contacted via pho	one to sched	dule a speci	ific dat	e and time for the ins	pection. Insp		
If you have a preference for day and/or time, please check below: Monday						e inspection d	of the rental	
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 Registration fee due Unit(s) \$10.00/unit Minimum fee — add'l	Phone number wher	e you can b	e reached d	during t	he day:		_	
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 Registration fee due Unit(s) \$10.00/unit \$ Minimum fee – add'I	If you have a prefere	nce for day	and/or time	, pleas	se check below:			
If you would like us to contact the tenant to schedule please list their name and phone number below: FEE CALCULATION: Payment Registration fee due Unit(s) @ \$10.00/unit \$ Minimum fee – add'l	Monday Tue	esday 🗌	Wedneso	day 🗌	Thursday 🗌	Friday 🗌		
FEE CALCULATION: Payment Registration fee due Unit(s) @ \$10.00/unit \$ Minimum fee – add'l	Mo	orning (8:00	-12:00)		Afternoon (12:00 - 4:	00) 🗌		
PaymentUnit(s)@ \$10.00/unit\$Minimum fee – add'lMinimum fee – add'l		to contact	the tenant	to scl	nedule please list the	eir name and	l phone	
Minimum fee – add'l	<u>Payment</u>		Un	nit(s)	@ \$10 00/unit		<u> </u>	
inspection ree due Onit(s) inspection rees to be billed \$200.00	-			()	Minimum fee – add'l	aillad	•	
Total due	inspection fee due				•	Jilleu		

<u>Please note: All required registration and inspection fees must be paid prior to scheduling any inspections</u>

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