

# SCHEDULING FORM

Borough of Mohnton  
21 N. O'Neil Street  
Mohnton, PA 19540  
610.775.0660

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 Mohnton.

## SCHEDULING OF INSPECTIONS:

Upon receipt of the completed Rental Unit Registration form, Scheduling form and all 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:

		<b>If Paid</b>	<b>Before January 31st</b>	<b>Or After February 1st</b>
Registration Fee			\$15.00	\$30.00
Inspection Fee	#Unit(s)_____	@ \$65/unit	\$_____	\$_____
		<b>Total</b>		

**Please note: All required registration and inspection fees must be paid prior to scheduling any inspections**

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