SCHEDULING FORM

Township of South Heidelberg
555A Mountain Home Road
Sinking Spring, PA 19608
610.678.9652

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 Township of South Heidelberg.

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

Registration Fee	_____	Units	@ $50/unit for the 1st 10 units + $25/unit for 11+ units at the same property	$_____
Inspection Fee	_____	Units	@ $75/unit for the 1st 10 units + $40/unit for 11+ units at the same property	$_____
			Total Due	$_____

Please note: All required license 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.