

CITY OF COATESVILLE PENNSLVANIA



CODES DEPARTMENT

One City Hall Place, Coatesville, PA 19320 (610) 384-0300 Ext.3133 (610) 384-6051 (fax)

APPLICATION FOR RENTAL UNIT INSPECTION

ADDRESS TO BE INSPECTED:	
TOTAL NUMBER OF UNITS AT ADDRESS:	UNIT NUMBER TO BE INSPECTED
APPLICANT NAME (PLEASE <u>PRINT</u> CLEARLY):	
APPLICANT TELEPHONE NUMBER:	
OWNER:	
OWNER ADDRESS:	
OWNER TELEPHONE NUMBER:	

UNIT MUST BE INSPECTED PRIOR TO OCCUPANCY IN ACCORDANCE WITH CHAPTER 136 "HOUSING STANDARDS" & THE INTERNATIONAL PROPERTY MAINTENANCE CODE"

www.coatesville.org/ecodes

- INSPECTION FEE - \$80.00 PRIOR TO OCCUPANCY, AND \$80.00 FOR ANY ADDITIONAL INSPECTIONS
- Inspection Fee- \$80.00 for AFTER OCCUPANCY plus Penalty fee and Citation.
- **Penalty FEE - \$500.00 AND SUMMARY CITATION AFTER OCCUPANCY**
 - 136-12 section K - The property owner and/or rental management company shall be jointly and severally liable for allowing occupancy of a rental unit without licensing and inspection and shall be assessed a penalty of \$500 for the first offense in a calendar year, a penalty of \$750 for the second offense in a calendar year, and a penalty of \$1,000 for a third offense in a calendar year, each such penalty to be added to the licensing fee and for the unit at issue.
- **PAYMENT MUST BE RECEIVED 24 HR'S PRIOR TO INSPECTION SCHEDULING**
- **EACH UNIT TO BE INSPECTED IS A SEPARATE FEE**
- **RENTAL INSPECTION WILL NOT BE ACCEPTED UNLESS PREMISE LEASING LICENSE IS CURRENTLY ACTIVE**
- **THE CURRENT OWNER OR DESIGNATED AGENT (ELECTED BY OWNER) MUST BE PRESENT AT TIME OF INSPECTION, TENANTS ARE NOT ACCEPTABLE**
- **A NO SHOW FOR SCHEDULED INSPECTIONS WILL COUNT AS THE FIRST INSPECTION**
- APPLICANT SIGNATURE: _____

SIGNING THIS FORM ACKNOWLEDGES THAT I HAVE READ AND UNDERSTAND THE CONDITIONS:

Rental License # _____	Fee Amount _____
Change of Tenancy _____ Biennial Insp. _____	

Revised 08/09/2021



TENANT REGISTRATION FORM

§ 136-9. Responsibilities of owners and occupants Q (4) Maintaining a current register of all tenants and other persons with a lawful right of occupancy in a rental dwelling, identifying said parties by rental unit with name and address and date of residency.

(If additional space is needed, please make a copy) PLEASE PRINT CLEARLY

Address: _____ Unit Number: _____

Tenant information (for each tenant in the unit/property)

Tenant Name: _____

Adult or Minor (please circle)

Lease Dates: _____

Phone Number: _____

Tenant Name: _____

Adult or Minor (please circle)

Lease Dates: _____

Phone Number: _____

Tenant Name: _____

Adult or Minor (please circle)

Lease Dates: _____

Phone Number: _____

Tenant Name: _____

Adult or Minor (please circle)

Lease Dates: _____

Phone Number: _____

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