



120 MARSHALL STREET • KENNETT SQUARE, PA 19348  
PHONE: 610-444- 6020 FAX 610-444-3216

**APPLICATION FOR RENTAL REGISTRATION**

Please complete and return this application with a non-refundable annual registration fee of **\$80.00 for each dwelling unit** and/or **rooming unit** to: Borough of Kennett Square, Codes Department, 120 Marshall Street, Kennett Square, PA 19348.

Date: \_\_\_\_\_

Rental Property Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tax Parcel Number: \_\_\_\_\_

Owner: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_/\_\_\_\_ Work Phone: \_\_\_\_/\_\_\_\_ Email: \_\_\_\_\_

Local Agent/Management Company: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Home Phone: \_\_\_\_/\_\_\_\_ Work Phone: \_\_\_\_/\_\_\_\_

Unit Type: \_\_\_\_\_ Residential Single Family Detached  
\_\_\_\_\_ Residential Single Family Attached/Townhouse  
\_\_\_\_\_ Residential Multi-Family/Apartments/Condos \_\_\_\_\_ Other

Fill in the Amount: \_\_\_\_\_ Total Number of Units

\_\_\_\_\_ Number of Occupied Units \_\_\_\_\_ Number of Units Currently Vacant  
\_\_\_\_\_ Number of Occupants in \_\_\_\_\_ Maximum Number of Occupants  
In Occupied Units Permitted in Each Unit  
\_\_\_\_\_ Number of Bedrooms

I, \_\_\_\_\_ hereby state that this application is correct and I apply for a license to operate the unit(s) listed above.

For Borough Use Only

Parcel No. \_\_\_\_\_

Total Fee: \_\_\_\_\_

Code Enforcement Officer

Permit No. \_\_\_\_\_

Date Paid: \_\_\_\_\_

Date Approved: \_\_\_\_\_

**TENANT LIST**

<b>Tenants/Occupants</b>	<b>Maximum Number</b>
<b>(Full Name):</b>	<b>of Persons Permitted</b>
<b>House/Apt. No.</b>	<b>to Occupy each Unit:</b>
<b>Phone No.</b>	

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I certify that I have given notice to the above tenant(s) about the approximate square footage of all rooms which may be occupied for sleeping purposes and the maximum number of persons permitted to occupy the dwelling unit.

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**CERTIFICATION**

(Property Owner Signature)

You are required to list all occupants/tenants on the attached *Tenant List Certification Form* and certify that you have complied with the requirement of this application. A rental license will not be issued if the entire application is not completed. *The Tenant List Certification* is attached to the application.

As noted above, all vacant units must be inspected prior to occupancy or re-occupancy. Please complete the enclosed Application and Certification, and return with the appropriate fee. Make checks payable to the Borough of Kennett Square.