

Borough of Sharon Hill

250 Sharon Avenue, Sharon Hill, PA 19079 Phone (610)586-8200 Fax (610) 586-3991

Rental Dwelling License Application

Complete this application for each rental dwelling & submit an annual license fee of \$200.00 / \$40.00 each additional unit within a structure. Checks / Money orders paid to:

Borough of Sharon Hill. Fee includes:

- License
- 1st inspection
- One re-inspection

All subsequent re-inspections are \$40.00 each unit. Inspections cancelled with less than 24hours notice will be counted as an initial inspection. **(NO EXCEPTIONS)**

Rental Dwelling Address: _____

Property Type: ___ Single Family ___ Duplex ___ Multi Family ___ Commercial

Number of Rental Units: ___ Dwelling Units ___ Rooming Units

Are any units within this property owner occupied? ___ Yes ___ No

Definitions:

Dwelling Unit: Any habitable room located within a dwelling and forming a single unit which is used or intended to be used for sleeping, cooking, & eating.

Rooming Unit: Any room or group of rooms forming a single habitable unit used or intended to be used for living & sleeping, however not for cooking meals.

Property Owner: _____

!!!!!!!If a business, a managing member of the entity must be listed (No exceptions)!!!!!!!

Managing Member's name: _____

Address (**No PO Box**): _____

City: _____ State: _____ Zip: _____

Phone#: _____ Cell#: _____ Fax#: _____

Email Address: _____

Person Responsible for Maintenance & Management

Enter below the person responsible for maintenance and management of this property. This person must reside within 10 miles of Sharon Hill Borough.

Manager's Name: _____

Address (No PO Box): _____

City: _____ State: _____ Zip: _____

Phone#: _____ Cell#: _____ Fax#: _____

Email Address: _____

I ACKNOWLEDGE AND UNDERSTAND THE PROVISIONS WRITTEN IN THIS RENTAL LICENESSE APPLICATION.

I CERTIFY THE ABOVE INFORMATION IS TRUE AND CORRECT AND UNDERSTAND ALL MAILINGS FROM SHARON HILL BOROUGH DEPARTMENTS, INCLUDING THE ANNUAL RENTAL LICENCE BILLING STATEMENT WILL BE MAILED TO THE OWNERS ADDRESS IDENTIFIED ABOVE.

ANY CHANGES TO ABOVE APPLICATION INFORMATION SHALL BE IDENTIFIED TO THE BOROUGH.

Property Owner Printed Name: _____

Property Owner Signature: _____

Date: _____ / _____ / _____

NOTE:

ALL LIENS AND ABATEMENTS MUST BE SATISFIED PRIOR TO RECEIVING A RENTAL LICENESSE. IF THERE IS A LIEN ON THIS PROPERTY CONTACT THE BOROUGH OF SHARON HILL TAX ADMINISTRATOR, MRRS (MUNICIPAL RESOURCE RECOVERY SERVICES) www.mrrsllc.com

PHONE: (610) 565-1396

EMAIL: info@mrrsllc.com

Unit: _____

Accountable tenant information:

First & Last Name: _____

Total number of persons/ family members occupying unit: _____

List all tenants, relationship and ages under (18): (*Example – John Smith, son, 15*)

(First Name)	(Last Name)	(Relationship)	(Phone#)
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(First Name)	(Last Name)	(Relationship)	(Phone# or age under 18)
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Copy page 3 if more entries are required.

FRIENDLY REMINDER FOR LANDLORDS & RESIDENTS

RECYCLE WEDNESDAYS!!!! For information go to our website (sharonhillboro.com) and Facebook.

- Get **FREE** recycling bins from borough hall. (250 Sharon Ave. Sharon Hill, PA 19079)
- Do not place recycle items in plastic bags!
- IF A COMMERCIAL SERVICE PICKS UP YOUR TRASH THIS DOES NOT APPLY.

LITTER & WASTE!!!! Keep exterior property grounds free of trash.

TRASH PICK-UP!!!! Trash must NOT be placed out before 6pm the night before.

- Must use containers with lids.
- Construction material placed out for trash pick-up is not allowed and will not be picked up.

DISPOSAL OF MATTRESSES, BOXSPRINGS & UPOLSTERY FURNITURE!!!! Must be wrapped with plastic for bulk trash pick-up which is the 2nd trash day of the week.

ELECTRONICS!!!! Electronic placed out for trash pick-up is not allowed.

GRASS!!!! Keep grass below 10 inches.

- Do not blow grass clippings onto the street or a neighboring property.

SNOW!!!! Remove snow from all walkways at your property within 24 hours from when it stops snowing.

- Do not throw snow onto the street or a neighboring property.

PERMITS!!!! Permits must be obtained through the borough prior to any home improvement project. Call the borough at 610-586-8200 to confirm that you need a permit.

These ordinances are strictly enforced. Govern yourself accordingly.

!!!ATTENTION!!!

CITATIONS ARE ISSUED TO THE PROPERTY OWNER NO MATTER THE AGREEMENT BETWEEN THE LANDLORD AND TENANT.