



MUNICIPALITY OF NORRISTOWN

RENTAL DWELLING LICENSE APPLICATION

**** INCOMPLETE APPLICATIONS WILL BE RETURNED ****

Dept. of Buildings & Codes

235 East Airy Street
Norristown, PA 19401
Phone: 610-270-0441

Rental Dwelling Address:		Number of Housing Units:	
Is This Property Located within a Flood Zone?		Is This Property Located within a Historic District?	
		Lead Safe / Lead Free Certificate on File?	

Name of Property Owner(s): (All property owners with greater than 10% ownership interest must be listed on this application):			
Ownership Type (Individual, Partnership, Corporation, Other):			
Taxpayer Identification No.		Business Privilege License Number	
Owner Business Address (PO Box NOT Accepted)			
City:		State:	Zip code:
Phone:		Cell:	Fax:
Email:			

Property Manager / Agent / Person-In-Charge:			
If Manager is a Company, please provide a contact person:			
Management Company/Manager Address:			
City:		State:	Zip Code:
Phone:		Cell:	Email:

Emergency Contact (If different than above):			
If Emergency Contact is a Company, please provide a contact person:			
Emergency Company/Contact Address:			
City:		State:	Zip Code:
Phone:		Cell:	Email:

Please Complete and Specify The Following Information:

Who is the Primary Contact: ☐ Property Owner ☐ Property Manager/Agent/Person-In-Charge
Who is the Billing Contact: ☐ Property Owner ☐ Property Manager/Agent/Person-In-Charge

Please provide a list of all tenants currently living in each housing unit of the rental dwelling indicated above along with the unit identification number in which they currently reside, the name of each tenant, a phone number so that municipal staff are able to contact each tenant directly in case of an emergency, and the total number of occupants currently in each housing unit of the rental property. If additional space is needed to report tenant information, please submit an additional sheet.

Unit Number	Tenant Names	Tenant Phone	Total No. of Unit Occupants

AFFIRMATION FOR RENTAL DWELLING SUITABILITY AND CODE COMPLIANCE

By submitting and signing this rental dwelling license application for property address: _____

I, am certifying that I am the property owner and/or an authorized agent signing on behalf of the owner. That, I understand that falsifying information can result in having the rental license application denied and the property will not be licensed to operate as a rental dwelling.

That, I, as the property owner and/or authorized agent (property manager / agent / person-in-charge) am aware of and intend to comply with the Norristown Building Safety, Property Maintenance, & Housing Code, the Uniform Construction Code, the Municipality's Recycling Ordinance, and the Municipality's stand-alone ordinances regulating weeds, litter, and snow & ice removal. That, I am aware of and intend to comply with the following Municipal regulations and standards: Chapter 31 - Historical Architectural Review Board, Chapter 82 - Shade Trees, Chapter 120 - Building Permits & Floodplain Management, Chapter 122 - Boarding & Enclosing of Windows, Chapter 128 - Change of Use or Occupancy, Chapter 132 - Uniform Construction Code, Chapter 157 - Fire Insurance Claims, Chapter 159 - Fire Prevention, Chapter 176 - Graffiti, Chapter 180 - Hazardous Substances, Chapter 188 - Housing Discrimination, Chapter 219 - Numbering of Houses and Property, Chapter 222 - Overcrowding of Dwellings, Chapter 241 - Property Transfer, Chapter 245 - Rental Property, Chapter 247 - Rodent Control, Chapter 247 - Solid Waste, Chapter 278 - Streets & Sidewalks, Chapter 286 - Swimming Pools, Chapter 295 - Trees, Chapter 310 - Water, and Chapter 320 - Zoning.

That, I, as the property owner and/or authorized agent acknowledge the obligation to provide a fit and habitable rental dwelling and hereby state that no life/safety hazards (structural, fire, electrical, etc.) exist at the time of this application and that all life/safety equipment (smoke detectors, carbon monoxide detectors, fire extinguishers, etc.) for the rental dwelling is present and in proper operating order in accordance with all applicable Municipal and State regulations and standards, and that the rental dwellings mechanical, electrical, and plumbing systems (mechanical heating equipment, electrical panel/wiring/receptacles, chimney/equipment ventilation, plumbing water/sewer lines, etc.) are in fit and habitable conditions, and that I, the property owner and/or authorized agent will continue to provide and maintain a fit and habitable rental dwelling in accordance with all applicable Municipal and State regulations and standards, and will continue to maintain all life/safety equipment in accordance with all applicable Municipal and State regulations and standards, and will continue to maintain all mechanical, electrical, and plumbing systems in accordance with all applicable Municipal and State regulations and standards.

That, I, as the property owner and/or authorized agent will contact the Norristown Department of Buildings & Code Compliance to schedule a rental inspection within 30 days of submitting this rental dwelling license application. Exception: If a rental dwellings inspection was performed within 3 (three) years of November 30, 2023 and the rental dwelling passed inspection, then an owner/authorized agent does not need to contact the Department within 30 days to schedule an inspection. Please note that it is the responsibility of the property owner and/or authorized agent to confirm with the Department when the rental dwelling was last inspected and what the status (pass/fail) of said inspection is.

That, I, as the property owner and/or authorized agent will contact the Norristown Department of Buildings & Code Compliance within 30 days to review any and all open notices, permits, tickets/fines, etc. issued to the rental dwelling.

That, I, as the property owner and/or authorized agent affirm under penalty of perjury that the information on this application is true to the best of my knowledge and belief. I also understand that if there are any changes to this rental dwelling such as the ownership, owners contact information, or change of property manager and/or emergency contact agent and/or property manager/emergency agents contact information that I must notify the Norristown Department of Buildings & Code Compliance in writing within ten (10) days of said change. Additionally, I acknowledge that I must notify the Department in writing within sixty (60) days of any change in tenants. I also understand a penalty can be assessed in a civil citation if the property is not licensed.

That, I, as the property owner and/or authorized agent understand that the approval of this rental license does not deem the rental dwelling habitable and/or code complaint. That the issuance of this rental license does not presume to give authority to violate or cancel the provisions of any applicable Municipal or State regulations and standards regulating this property.

That, I, as the property owner certify that I as the property owner have reviewed and completed this application for approval or my authorized agent has reviewed and completed this application for approval on my behalf who is named under the property manager / agent section of the application and has been designated to act as my legal representative. I further attest that the information on this application and statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly provide any false information or make any false statements herein I am subject to the possible revocation of any licenses issued as a result of my false application, and such other penalties as may be prescribed by law.

By signing this application below, I, hereby attest that I am the property owner and/or authorized agent and I have reviewed the rental dwelling application and verify that the information provided and statements contained above and herein on this application are true and correct to the best of my knowledge, information, and belief. I understand that false statements made herein are subject to penalties of 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities.

Application Reviewed & Completed By:	☐ Property Owner	☐ Property Manager / Authorized Agent
Property Owner and/or Authorized Agent Name:		
Property Owner and/or Authorized Agent Signature:		
Date Application Reviewed, Completed, & Signed:		