

LANSDOWNE BOROUGH

12 East Baltimore Avenue, Lansdowne, PA 19050

Phone: 610.623-7300 X210

Fax: 610.623.5533

Email: Lansdownerentals@borough.lansdowne.pa.us

RENTAL APPLICATION 2026

Due By January 15, 2026

****This is the only notification that you will receive about rental renewals this year.****

Rental Property address; _____

Owner/Agent Contact information; _____

NO PO BOX Accepted

Email address: Owner: _____

Phone Number Owner; _____

Email Address Agent: _____

Phone Number Agent; _____

Our records indicate you are the owner of one or more rental properties in Lansdowne Borough. In accordance with Chapter 265 of the Lansdowne Borough Code, all rental units must be registered, inspected, and licensed each year.

Please complete all sections of the front and back of this application and return it, along with the appropriate fees, to the Borough of Lansdowne by January 15, 2026. Please make all checks payable to the Borough of Lansdowne. It is your responsibility to schedule your annual rental property inspection by calling 610-623-7300 X222 or by email [Lansdownerentals @lansdowneborough.com](mailto:Lansdownerentals@lansdowneborough.com) Failure to do so will result in citations being issued against you.

Rental Application Fees

Residential Properties

1-2 rental units.....\$100.00
3 or more units.....\$100.00 per unit
Apartment complex....\$100.00 per unit

Storage

garage < 500 sq ft.....\$100.00
garage > 501 sq ft.....\$100.00 + \$55.00 per 500 sq

Commercial Properties

< 1000 sq ft.....\$160.00
1001-2000 sq ft.....\$250.00
> 2000 sq ft.....\$250.00 + \$35.00 per 500sq ft

Mounted equipment, antenna, ETC
\$100.00 for 2 \$35.00 ea. additional

Note: We now accept major credit cards for your convenience in person at borough hall or on the Portal.

OWNER OR LOCAL AGENT ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES

I, (we) the OWNERS OR DESIGNATED LOCAL AGENT OF THE OWNER, understand that I, (we) shall not sell or transfer ownership of this dwelling, dwelling unit, rooming unit or rental unit, nor shall I (we) occupy, let, lease or allow the occupancy by another, unless performing required repairs approved by the Department of Code Enforcement, until the property in question has been inspected by the Department of Code Enforcement and determined to be clean, sanitary, and habitable, nor until the Department of Code Enforcement certifies by the issuance of a Rental License, that the property has been inspected and approved as being in conformity with all provision of the Codified Ordinances of the Borough of Lansdowne, as specified in Chapter 265. Furthermore, as indicated by my signature below, I hereby acknowledge that I understand that failure to comply with those rules and or any of the above,

may result in citations issued by the local court with fines assessed up to \$1000.00 per day, for each day the violation occurs.

X

Date: _____

SIGNATURE OF OWNER OR DESIGNATED LOCAL AGENT OF THE OWNER

******All sections of this form must be completed in order for it to be processed******

Rental Property Address: _____ Number of Units: _____

Number of Tenants: _____ Total Number of Units: _____ Number of Occupied Units: _____

Names and addresses of all recorded owners of the building.

(include all general partners in the case of a partnership. If owned by an LLC or Corp., You Must provide all managing partners names. Attach an additional sheet if necessary)

Does the owner live in the property? YES NO

Name, mailing address, actual street address, email address and telephone number of a designated responsible agent residing on the premises or within 10 miles of the Borough.

(Please note the owner may also be the designated agent if they fit the above criteria)

Exception. The local agent referred to in this section may reside more than 10 miles and up to 50 miles from the Borough of Lansdowne if the owner provides a rapid entry key system as approved by the Code Department.

Please provide Names of each lessee, including the apartment/unit numbers and phone numbers.
(attach additional sheet if necessary)

Please provide Contact information for your Emergency
Contractors: _____

Upon Inspection and approval you will receive your Rental License from the Borough that must be posted in your rental property.

Recycling

The borough is committed to achieving full participation in its recycling program. The ordinance describing requirements and how to participate is available on line at www.lansdowneborough.com

For rental buildings Over 6 units only please identify your commercial trash hauler.

Failure to provide requested information will render form incomplete and it will not be processed. This does not stop the time line for required submission calls or inspections and fines will be assessed.