



4 W Lancaster Ave Downingtown, PA 19335 610.269.0344

2025-2026 RENTAL PROPERTY PERMIT APPLICATION

In compliance with the Downingtown Borough Code, Sections 222-8 & 222-9. This form is to be submitted with the **fee of \$120.00 per dwelling unit** (Resolution #2013-03 adopted 4/3/2013) and a completed Tenant Registration Form to the Code Enforcement Office to apply for a rental permit for a property not previously utilized as a rental OR when an existing rental property has been purchased by a new owner OR for the biennial (every 2 years) rental permit renewal. 222-9(D) In the event that an inspection reveals that the dwelling, house or unit fails to meet the requirements of the Building Code, the Code Enforcement Officer shall notify the owner/landlord or operator thereof. It shall be the responsibility of every owner, landlord, or authorized agent to schedule a reinspection within 30 days (or a shorter period of time determined by the Code Enforcement Officer in the event of an emergency) of the initial failed inspection to ensure compliance. An additional inspection surcharge fee will be assessed in an amount set forth in a fee schedule adopted by resolution of the Borough Council. **Fee for 3rd inspection is \$65.00.**

Checks should be made payable to Borough of Downingtown

In the event of a no-show the property owner will be charged a rate of \$85.00/hr. or part thereof in accordance with the Borough fee schedule.

Note: At time of inspection the Property Owner or Agent is required to be present at the time of inspection or have made prior arrangements with the tenant granting permission for the inspector to access the property.

Rental Property Address: _____

Number of Dwelling Units: _____

☐ New Rental ☐ Renewal ☐ Change of Tenant

Name of Owner: _____

Owner's Mailing Address: _____

Owner's Phone Number: _____ Email: _____

Agent or responsible party living within a ten mile radius with respect to this property

Name of Agent: _____

Agent's Mailing Address: _____

Agent's Phone Number: _____ Email: _____

ALL FIELDS MUST BE POPULATED

The undersigned agrees to comply with the Borough of Downingtown's Codes and furthermore agrees to grant permission to the Code Officer or his duly authorized representative to make an inspection to determine the condition of the dwelling, dwelling unit, rooming unit, structures and premises located at the above-referenced address, at any reasonable time. Any person whose application for a permit to operate a rental unit or multiple dwelling unit has been denied may request and shall be granted a hearing on the matter before the Administrative Board of Appeals.

Date: _____

Signature of Rental Property Owner/Agent

FOR CODE OFFICE USE ONLY:

Fee Paid \$ _____ Tenant Registration Received: _____ Access Request Form Received: _____

Inspection Date & Time: _____

License Number: _____



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2025-2026 TENANT REGISTRATION FORM

This form is to be submitted along with the Rental Permit Application and the **\$120.00 per dwelling unit fee.**

Rental Property Address: _____

Name of Owner: _____

Owner's Mailing Address: _____

Owner's Phone Number: _____ Email: _____

List the full first and last name of ALL persons residing in the unit or apartment.

Please use a separate sheet per unit

Apt. Number	Last Name	First Name	Sex	Indicate "Adult" or "Minor"	Contact Number:
			M F		
			M F		
			M F		
			M F		
			M F		
			M F		
			M F		
			M F		
			M F		
			M F		

Rental Property Owner's Signature: _____