



Borough of Phoenixville
 351 Bridge Street
 Phoenixville, PA 19460
 Phone (610) 933-8801
www.phoenixville.org

License #:	_____
License Fee:	_____
<i>office use only</i>	

Residential Rental Operating License Application

Property Information:

Property Address: _____
 Unit #: _____ Parcel #: _____

<input type="checkbox"/> Single Family	<input type="checkbox"/> Hotel/Motel
<input type="checkbox"/> Duplex	<input type="checkbox"/> Rooming House
<input type="checkbox"/> Multi Family	<input type="checkbox"/> Shelter

A separate application must be completed for each tax parcel number if the owner of record owns more than one property within Borough limits.

Number of Dwelling Units: _____ Are any of the units in the structure
 Number of Rooming Units: _____ occupied by the owner?: _____ Y/N

***Definitions:** Dwelling Unit: A room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating. Rooming Unit: Any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping but not for cooking or eating purposes.*

Ownership Information:

Legal Name of Owner: _____
 Principal/Officer: _____
 Address: _____
 Primary Contact: _____
 General Phone#: _____ Cell: _____ Email: _____
 Emergency Phone#: _____ Cell: _____ Email: _____

Party Responsible for Maintenance and Management:

Property Manager: _____
 Primary Contact: _____
 Address: _____
 General Phone#: _____ Cell: _____ Email: _____
 Emergency Phone#: _____ Cell: _____ Email: _____

If the party responsible for maintenance, management and assisting code enforcement with issues is the same as the owner, please simply write "same as above." If it is a different entity, please be advised a PO Box is not an acceptable address, and the application will be refused.

I certify that the above information is true and correct and I understand that all mailings from Phoenixville Borough departments, including the annual rental license billing statement will be mailed to the address of the owner indicated above. Any changes to the above application information shall be identified to Phoenixville Borough immediately.

Applicant's Signature: _____ Date: _____