

WEST CONSHOHOCKEN BOROUGH
112 FORD STREET
WEST CONSHOHOCKEN, PA 19428
OFFICE (610) 828-9747 FX (610) 828-9646

RESIDENTIAL RENTAL LICENSE APPLICATION

Address of Dwelling _____ Number of Units _____
Owner Name: _____ Telephone _____
Owner Address: _____ Email _____

Property Manager (if applicable)

Name _____ Telephone _____
Address _____ Email _____

Borough Code requires that all rooming units, apartment units and single and multitenant dwelling units for rent supply the following information to aid in the assessment of property licensing. The Housing License fee is for a twelve month period from January 1st to December 31st

It is mandatory that all information on this form be completed prior to submission to the Borough together with an Earned Income Tax form from each tenant.

Special requirements are needed for application of a multitenant license. The only student housing permitted in the Borough were those designated by Ordinance #95-431 on May 9, 1995. No other properties are permitted as student rentals.

Tenant Information:

Tenant 1	Tenant 2	Tenant 3
Name _____	_____	_____
Phone _____	_____	_____

Employer Name & Address:

_____	_____	_____
_____	_____	_____
_____	_____	_____

License Fee- single unit \$75.00
multi-tenant \$150 (4 and over non related)

_____ (applicant's name) verifies that the statements in this application are true and correct to the best of his/her knowledge, information and belief are made subject of 18 PA, C.S.A Section 4904 relating to unsworn falsification to authorities.

Applicants Signature _____
Date:



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EARNED INCOME TAX FORM

Name: _____ SS # _____
Spouses Name: _____ SS # _____
Address: _____
City: _____ St. _____ Zip _____
Phone : _____ Email _____
Municipality _____
School District: _____

Earned Income Tax Information for the Residents of West Conshohocken Borough, Montgomery County

Berkheimer Tax Administrators is the appointed earned income tax administrator for Montgomery County. The appointed Earned Income Tax Administrator, Berkheimer is charged with the duty of collecting the Borough's earned income taxes. This includes collecting the tax, establishing rules to fairly enforce such tax and creating accurate tax records and accounts for each taxpayer.

Above is an Earned Income Tax Registration Form. A completed Registration form will fulfill your registration requirements under the earned income tax rules and regulations adopted by the Borough of West Conshohocken. All residents should complete this form, regardless of your employment status (unemployed, retired) college student, military personnel, or homemaker)

Residents, who work in a jurisdiction where it is not withheld, or are self employed, will have to pay the tax directly to Berkheimer. The completed registration form will be forwarded to Berkheimer Tax Administrators, who will create an accurate tax account reflecting your current reporting status and send you the necessary forms.

If you have any additional questions, you may contact Berkheimer Tax Administrators (610) 599-3139 or on their website at www.hab-inc.com.

The Borough of West Conshohocken does not keep these records in our files. They are only verified to be received in accordance with the Borough's Ordinances.

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Rental Inspection Check List

1. Property must meet current property and maintenance code adopted by the Borough.
2. The street number must be posted in minimum 4" numbers and visible from the street.
3. The property must be maintained in a neat, sanitary, and safe condition. This means no discarded materials, lying around, no standing water, etc.
4. The exterior of the structure must be in good condition, structurally sound and watertight (walls, roofs, porches, decks, etc.). The grade must slope away from the building.
5. All stairs and platforms (landings, decks, etc.) more than 30" above another surface must be protected with guards which will not permit the passage of a sphere more than 4" in diameter. Railing heights for residential structures shall be not less than 36" above the floor or grade for platforms and not less than 34" above the treads on stairs. Guards for commercial uses shall be not less than 42" above grade. All guards must be capable of supporting a sudden impact from a slip or fall.
6. Handrails are required on at least one side where the stairs contain four (4) or more risers. Heights shall be no more than 38" and no less than 34". All handrails must be securely fastened. Commercial uses require railings on both sides of stairways.
7. All egress (exit) doors shall be openable without the use of keys. No double cylinder locks.
8. Any attached garage shall be completely separated from the residence by at least 1/2" drywall on the garage side. If there is any habitable space above the garage, that area must be completely protected from the garage by 5/8" Type X drywall. Any doors leading from the house into the garage must be 1 3/8" solid core wood or steel or 20-minute rated fire doors.
9. No screen doors or doors with windows may be in the opening separating the house and garage.
10. Any carports with more than two (2) sides shall comply with the attached garage requirements.
11. Electrical panels shall have a clear space of 36" in front of the panel. All wiring shall be in good condition and the panel shall not have any openings where wires, breakers, or fuses have been removed.
12. All junction boxes, switches and receptacles shall have covers.

13. Extension cords shall not be substituted for permanent wiring, placed under rugs or furniture, or run in side walls.
14. 100-amp electrical service required by Borough ordinance.
15. GFCI's shall be located on all kitchen counters, bathrooms, laundries, and any source of water within 6'. In lieu of a GFCI for a clothes washer connection, a single plug outlet may be used.
16. Clothes dryer vents must be constructed of metal and vented to the exterior of the residence and have no sharp bends or crimps in the discharge vent duct.
17. At least one smoke detector shall be located on each floor (including basement), within each bedroom. For new construction detectors should be 120 volts with battery back-up and interconnected so all sound if one activates. If 120 volt detectors were not installed during construction, battery operated detectors may be utilized.
18. Carbon monoxide alarms in dwelling units shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom. Sleeping.
19. Grass, weeds, and foliage shall be cut to a height of not more than 6". Wildflowers and planted landscape materials are exempt from this requirement.
20. Walls, ceilings and floors shall be free of holes, water damage and mold.
21. All water heaters and boilers shall be equipped with temperature/pressure relief valves including a pipe to direct any discharge from these valves to a point no less than 6" from the floor.
22. Inoperative or unlicensed motor vehicles shall not be parked, kept or stored on the exterior of the *premises*, and vehicles shall not at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled.
23. Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.
24. This list is not all inclusive.