

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:



IMPORTANT NOTICE EARNED INCOME TAX

Please fill out the following information as a resident of West Conshohocken Borough for the Earned Income Tax.

Berkheimer Tax Administrator
PO Box 904
Bangor, PA 18013-0904

Taxpayer First Name

Taxpayer Social Security #

Taxpayer Last Name

Suffix

Spouse First Name

Spouse Social Security #

Spouse Last Name

Suffix

Address 1

Address 2

City

State

Zip

Taxpayer Telephone

Municipality - City, Twp, or Boro

School District

Email Address



The information supplied on this form is deemed confidential under the applicable state laws and shall be used by the tax collector in accordance and conformity with those state laws.

WEST CONSHOHOCKEN BOROUGH

112 Ford Street

West Conshohocken, PA 19428

(610) 828-9747 ext.3

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.