

LANSDOWNE BOROUGH

12 East Baltimore Avenue, Lansdowne, PA 19050 Phone: 610.623-7300 X210

Fax: 610.623.5533

Email: Lansdownerentals@borough.lansdowne.pa.us

January 17, 2019

Dear Rental Property Owner,

Attached please find the new 2019 Borough rental license application. In order that we may better serve the community, the form has been revised and a few items have been added.

1. Provide the names and contact information of all occupants in each rental unit.
2. Provide the name, mailing address, actual street address and telephone number of a designated responsible agent residing on the premises or within 10 miles of the Borough. This agent must be able to provide access to all areas of the premises for inspections and in emergency situations. The owner can act as the responsible agent provided, he/she lives on the premises or within 10 miles.

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.

*Information on the rapid entry key system (KNOX Box) can be found at <https://www.knoxbox.com/>

3. If the rental property is owned by a partnership, corporation or LLC then you must provide the names and contact information of ALL owners, partners and managing members.
4. Emergency contractors list. The applicant shall provide a list of contractors who are available to respond to emergencies involving general construction, roofing, plumbing, heating and electrical incidents 24 hours a day, 365 days a year. These contractors must be licensed and approved to work in the Borough of Lansdowne.

Please fill out the Rental License Application in its entirety and return to Lansdowne Borough Hall no later than March 1, 2019.

If you have any questions or need additional assistance, please call 610-623-7300 ext. 210.

Thank you for your cooperation.

Code Department
Borough of Lansdowne