

Valley Township

BOARD OF SUPERVISORS

890 W. Lincoln Highway

P.O. Box 467

Coatesville, PA 19320

(610)384-5751, ext. 14 FAX (610)384-2746

Board Members

Patrice Proctor, Chairwoman

Kathy O'Doherty, Vice-Chairwoman

Christopher Lehenky

Joseph Sciandra

Eric Lama

2018 Rental Registration

The annual fee for each residential rental unit in Valley Township is \$40.00. This fee applies to all non-owner occupied units and rental properties. Payment must be received by January 31, 2018.

Please complete the enclosed Rental Permit Application and return with your payment by January 31, 2018. All accounts for sewer, trash and/or water must be current prior to the application being approved. Please be sure to include the mailing address and telephone number of the owner and local responsible agent, the name(s) of all tenants and their telephone numbers. Also, include the number of dwelling units or rooming units in each building.

If the property is vacant, please return the application noting it is vacant.

All rental units must be inspected whenever there is a change of occupancy. You must contact the codes office to schedule an inspection prior to occupancy of the rental unit by a new tenant. The fee for a rental inspection is \$40.00.

Property owners not obtaining a rental license or applicable inspections are subject to citations and fines.

TOWNSHIP OF VALLEY

2018 RENTAL PERMIT \$40.00 per unit

Property Owner Name: _____

Mailing Address: _____
(not rental address)

City, State, Zip: _____

Phone Number: _____

Rental Unit Address: _____

Property Information:

Single Family Dwelling: Yes _____ No _____

One or more apartments: Yes _____ No _____
Number of units in building: _____

Public Sewer: Yes _____ No _____

Occupant(s) Name(s): _____
(Attach additional page if necessary)

Family Size: Number of Adults _____ Number of Children _____

Tenant's Phone Number: _____

Local Agent Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

Authorized to Collect Rent: Yes _____ No _____

Authorized to Pay Sewer Rent: Yes _____ No _____

Note: All official notices of the Township of Valley shall be served on the Local Responsible Agent.

I UNDERSTAND THAT ANY CHANGES IN OCCUPANCY REQUIRES AN INSPECTION.

Owner Signature

Local Responsible Agent

For Office Use Only

Fee Paid: _____

Township Secretary

Date: _____