

# VALLEY TOWNSHIP

## Department of Code Enforcement

P.O. Box 467, 890 West Lincoln Highway

Coatesville, Pennsylvania 19320

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*Ms. Patrice Proctor – Chairwoman*

*Ms. Kathy O'Doherty – Vice Chairwoman*

*Mr. Joe Sciandra - Member*

*Mr. Chris Lehenky – Member*

*Mr. William Handy, Sr. - Member*

*Carol R. Lewis - Township Manager*

## **2019 RENTAL REGISTRATION**

**The annual fee for each residential rental unit in Valley Township is \$75.00. This fee applies to all non-owner occupied units and rental properties. Payment must be received by April 30, 2019.**

Please complete the enclosed Rental Permit Application and return with your payment by ***April 30, 2019***. 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 (if applicable) and the name(s) of all tenants along with their telephone numbers. ***A separate form should be submitted for each unit. Payment can be made in one check and/or money order. Cash also accepted.***

**If the property is vacant, please submit the application noting it is vacant.**

***All rental units must be inspected whenever there is a change of occupancy. You must contact the Code Enforcement Department to schedule an inspection PRIOR to occupancy of the rental unit by a new tenant (after submitting and paying for the application).***

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

**VALLEY TOWNSHIP**  
**Department of Code Enforcement**

**2019 RENTAL PERMIT (Yearly)**

**\$75.00 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 \_\_\_\_\_

# of Units (if not Single Family Dwelling): \_\_\_\_\_

Public Sewer:                                      Yes \_\_\_\_\_                                      No \_\_\_\_\_

Tenant(s) Name(s): \_\_\_\_\_  
(and phone #'s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(attach additional pages if necessary)

Family Size:                      Number of Adults \_\_\_\_\_                      Number of Children \_\_\_\_\_

Local Agent Name: (if applicable) \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Authorized to Collect Rent:                      Yes \_\_\_\_\_                                      No \_\_\_\_\_

Authorized to Pay Water/Sewer:                      Yes \_\_\_\_\_                                      No \_\_\_\_\_

I UNDERSTAND THAT ANY CHANGES IN OCCUPANCY REQUIRES AN INSPECTION

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Local Agent (if applicable)