



Valley Township

CODE ENFORCEMENT DEPARTMENT

890 West Lincoln Highway

P.O. Box 467

Coatesville, PA 19320

(610) 384-5751 Ext. 14 / FAX (610) 384-2746

Carol R. Lewis – Township Manager

2020 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 January 31, 2020.

Please complete the enclosed Rental Permit Application and return with your payment by ***January 31, 2020***. 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

2020 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)