



BOROUGH OF GLEN ROCK

P.O. Box 116
Glen Rock, PA 17327

(717) 235-3206

Fax (717) 235-0798

RESIDENTIAL RENTAL LICENSE APPLICATION

ATTENTION: This form MUST be completed and returned to the Borough office along with all applicable payments. Payment will not be accepted as paid in full without a completed Residential Rental License Application and could result in late fees or revocation of Residential Rental License. Residential Rental License Application and \$25 fee is due no later than December 31, 2017.

Address of Property: _____

List names and ages of All Current Tenants, Occupants, and Persons living within or occupying the above property address (use back if more room is needed):

Date Occupied: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone Number: _____

Owner's/Management Co. Email Address _____

Per the Ordinance NO. 472 (2012-5), the deadline for the Rental License application and fee is December 31st of each year. A \$75 penalty fee will be imposed on all Rental License applications received after the deadline. A **Rental License Revocation Letter will be sent if the application and late fees are not received by January 31st.**

Please mail or deliver this form along with fees to the Borough office. By signing below I understand that each rental unit must be inspected at least once every 3 years per the Borough's inspection schedule. I also understand I must notify the Borough office within 30 days of a change in tenant.

Owner's Signature: _____

-----Borough Office Use Below-----

\$ _____ Check# _____
Payment Received

Date Received

Date Inspected

Secretary/Treasurer

Codes Officer