



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. Noncompliance could result in late fees or revocation of Residential Rental License. Residential Rental License **Application fee is \$25 and due by December 31st each year.**

Address of Property: _____

List names of **All Current Tenants, Occupants, and Persons 18 yrs.** and older 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 Glen Rock Borough code of ordinances Chapter 13, Licenses, Permits and General Business, 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. Please include this form along with invoice payment 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 any change in tenant.**

Owner's Signature: _____

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

\$ _____ Check# _____
Payment Received

Date Received

Date Inspected



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Secretary/Treasurer

Codes Officer