



SINGLE UNIT RENTAL REGISTRATION APPLICATION

101 Commerce Drive | Exton, PA 19341 | (610) 363-9525 x2157 | permits@westwhiteland.org

Pursuant to West Whiteland Township Rental Property Ordinance Chapter 250, an owner of a rental dwelling unit within the Township shall submit to the Code Official a rental dwelling registration application for inspection for any new tenant or change in tenant.

Upon payment of the registration fee and passed inspection, a certificate of occupancy/re-occupancy will be issued.

The re-occupancy inspection **must be completed ten days prior to re-occupancy** of a dwelling unit in a rental property unless an exemption is provided.

New Tenant Registration

Change in Tenant Registration

Certificate of Re-Occupancy Issued

RENTAL UNIT INFORMATION					
Rental Address				Parcel #:	
Total # Tenants:		Total # Units:		Complex Name:	
Type of Dwelling:	Single Family	Duplex	Townhouse	Condo	Multi-unit
24-Hour Emergency Contact Name:				Phone #:	

RENTAL UNIT OWNER INFORMATION	
Name:	Phone #
Address:	Email:

PROPERTY MANAGER/MANAGEMENT COMPANY		
Contact Name:	Contact Phone #:	
Mailing Address:		
Cell Phone #:	Emergency #:	Email:

TENANT INFORMATION	
Listing Tenant Name:	Listing Tenant Phone:
Name of Residents	Adult/Minor

RENTAL FEES		INSPECTION INFORMATION	
Inspection Fee	\$85.00	Inspector Name:	
Re-Inspection Fee	\$35.00	Inspection Date:	
		Re-Inspection Required:	
		Re-Inspection Date:	

I have read and understand the rental ordinance, I acknowledge the inspection fee includes an initial inspection, and any additional inspection(s) will be an additional charge.

Signature: _____ Date: _____

**All applications are to submitted electronically to
permits@westwhiteland.org
 Applications may be dropped off or mailed to West Whiteland Township**