

Municipality of Norristown



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Rental Registration Notice

August 15, 2016

Re: Residential Property Rental Licensing
Account Number:
Property Address:

The Municipality of Norristown's records show that you have one or more rental units located in the Municipality. Please be advised that the Municipality of Norristown is **notifying you** to comply with Ordinance 245-2 of the General Code of the Municipality of Norristown which states that, "All owners of single-family detached dwellings, two-family buildings, single-family semidetached dwellings, two-family detached dwellings, single-family attached dwellings, townhouses, multifamily dwellings, and apartments houses (hereinafter "rental dwellings") intending to rent their rental dwelling or a portion of their rental dwelling in the Municipality of Norristown to nonfamily members shall make application to Code Enforcement of the Municipality of Norristown for licensing on an annual basis."

The applications allow for the Municipality to maintain accurate and complete rental unit information and update the files to reflect any changes noted on the applications in a timely fashion. The completed application will be reviewed by the Code Enforcement Department and upon approval; the invoice will be generated for the location based on the number of rental units. The rental application can also be found on the municipal website www.norristown.org.

Any person who violates any provision of this chapter shall be issued a citation and, upon conviction by a court of competent jurisdiction, shall be subject to a fine of not less than \$300 nor more than \$1,000 per non-licensed dwelling unit, plus any and all court costs and reasonable attorneys' fees incurred by the Municipality of Norristown to enforce this chapter. Each day that a person is in violation of any provision of this chapter shall constitute a separate offense.

This notice is requiring the rental property owner to complete and return the application and/or payment to the Municipality of Norristown by September 15, 2016. The completed application can be emailed to rentallicenses@norristown.org or mailed/hand delivered to:

Municipality of Norristown
Attn: Department of Code Enforcement
235 East Airy St
Norristown, PA 19401

The application includes instructions to assist with completing the form. If you have any additional questions, you may contact the department of Code Enforcement at 610-270-0441 or via email at rentallicenses@norristown.org.

Sincerely,

Michael Simonson
Code Enforcement and Permit Manager

235 East Airy Street, Norristown, PA 19401-5003
610-272-8080 Fax: 610-275-0687
www.norristown.org