



**RESIDENTIAL  
PROPERTY RENTAL  
LICENSE  
APPLICATION**

**MUNICIPALITY OF NORRISTOWN**  
Department of Code Enforcement  
235 E. Airy, Street, 2<sup>nd</sup> Floor  
Norristown, PA 19401  
Phone: 610-270-0441 Fax: 610-279-7548  
Email: [rentallicenses@norristown.org](mailto:rentallicenses@norristown.org)  
Website: [www.norristown.org](http://www.norristown.org)

**INSTRUCTIONS AND INFORMATION**

This Residential Property Rental License Application is based on Ordinance 245-2 of the General Code of the Municipality of Norristown. Please be aware that if you fail to adhere to the standards as set forth in Ordinance 245-2 of the General Code, your rental license may be revoked.

The Annual Residential Property Rental License **Application will be due by September 15<sup>th</sup>**. This application is required to be completed by any entity that rents any type of housing unit. Applications will be reviewed by the Department of Code Enforcement. **Applications must be completed to be considered for approval by the Department of Code Enforcement.** Approved applications will be processed and **an invoice will be issued by October 15<sup>th</sup>** for the annual license fee of \$65.00 per rental unit. Payment must be received by November 15<sup>th</sup> to have a rental license issued and avoid penalty. The penalty imposed for late payments is \$60 per rental unit.

This form can be used to submit an application for multiple residential property rental dwellings under a single ownership structure as an attachment. The attachment should list each location account number, property address, number of dwelling units and trash hauler if applicable. Agent/Property Manager and Emergency Contact information will also need to be provided if different from the primary information presented on the original application.

Contact the Department of Code Enforcement at 610-270-0441 if you have any questions regarding the form that are not provided by the information below:

**1. Rental Property Information**

**Property Address** – The location of the residential rental property.

**Account Number** – If applicable, the account number for the property issued by the Municipality of Norristown. This information can be located on the prior year rental license.

**Business Privilege License Number** – The business privilege license number issued by Berkheimer Associates effective for the current period issued on behalf of the Municipality of Norristown to the property owner of the rental dwelling units. *The business privilege license fee for business operations is billed by Berkheimer and Associates is separate from rental unit permit fee billed by the Municipality of Norristown.*

**Number of Units** – The number of residential rental dwelling units located at the rental property address.

**Trash Hauler** – If five (5) or more units are at the rental property address, identify the commercial trash hauler providing trash hauling services.

**2. Property Owner Information**

**Property Owner** – The name of the legal owner(s) of the rental property. If the entity is a partnership, corporation or other multi-party ownership structure, please provide the names of all individuals/organizations with more than a ten 10% ownership interest. Attach an additional sheet with the information if necessary.

**Address** – The mailing address of the property owner(s) is required and post office boxes will not be accepted.

**3. Agent/Property Manager Information**

**Agent/Property Manager** – The contact information for the agent/property manager authorized by the property owner to manage rental operations.

**4. Emergency Contact Information**

**Emergency Contact** – The contact information for the person designated by the owner(s) in the case of a fire or police emergency. The emergency contact person must reside in the Municipality of Norristown.

**5. Tenant Information**

**Tenant Name** – The information for the primary tenant, however, the total number of unit occupants should be provided. For properties with greater than four (4) units, provide the information as an additional attachment. This information must be updated in writing to Code Enforcement within sixty (60) days of a change in tenants.



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**ANNUAL APPLICATION DUE BY SEPTEMBER 15<sup>TH</sup>**

1. Property Address				City	State	ZIP Code
Account Number		Number of Units	Business Privilege License Number		Trash Hauler (5 or more units)	
Phone	Fax	Mobile	Email			
2. Property Owner <i>(All property owners with greater than 10% ownership interest must be listed. Provide additional attachment as needed)</i>						
Address <i>(P.O. Boxes not acceptable)</i>				City	State	ZIP Code
Phone	Fax	Mobile	Email			
Business Type (Individual, Partnership, Corporate, Other)					Taxpayer Identification Number	
3. Agent/Property Manager						
Address				City	State	ZIP Code
Phone	Fax	Mobile	Email			
4. Emergency Contact <i>(Must be a Norristown street address)</i>						
Address				City	State	ZIP Code
Phone	Fax	Mobile	Email			
5. Tenant Name		Unit Number	Phone Number		Total Number of Unit Occupants	
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6. Property Owner Certification						
<p><i>By signing this application, I am certifying that I am the property owner or the authorized agent to sign on behalf of the owner. I understand that falsifying information can result in having the rental license application denied and the property will not be licensed to rent. I am aware of and intend to comply with the Norristown Property Maintenance Code, The Uniform Construction Code, the Municipality's Recycling Ordinance and the Municipality's stand-alone ordinances regarding weeds, litter and snow removal. I affirm under penalty of perjury that the information on this application is true to the best of my knowledge and belief. I also understand that if there are changes in the property ownership, address or emergency contact information that I must notify the Municipality of Norristown Department of Code Enforcement ("Code Enforcement") within ten (10) days of said change. Additionally, I acknowledge that I must notify Code Enforcement in writing within sixty days (60) days of any changes in tenants. I also understand a penalty can be assessed in a civil citation if the property is not licensed.</i></p>						
Authorized Signature				Date		
FOR INTERNAL USE ONLY						
BPT LICENSE NUMBER PROVIDED		LAST INSPECTION DATE		APPLICATION APPROVED		

**PLEASE BE SURE TO READ THE INFORMATION AND COMPLETE THE APPLICATION PER THE INSTRUCTIONS**