



**ANNUAL
RENTAL DWELLING
LICENSE APPLICATION
INSTRUCTIONS**

MUNICIPALITY OF NORRISTOWN
 Department of Buildings & Code Enforcement
 235 E. Airy, Street, 2nd Floor
 Norristown, PA 19401
 Phone: 610-270-0441 Fax: 610-279-7548
 Email: rentallicenses@norristown.org
 Website: www.norristown.org

In 2008, the Municipal Council of Norristown adopted Ordinance 08-12 which requires all owners of rental dwellings located within the boundaries of the Municipality of Norristown to be registered with the Municipality and obtain an annual rental license. For further details, please review Chapter 245 of the Municipal Code of Norristown at <http://ecode360.com/11550738>.

Instructions, Fees, & Due Dates:

Any property owner (individual, organization, or group), renting any type of housing unit within the Municipality of Norristown must submit a completed application to the Norristown Dept. of Buildings & Code Enforcement. Only applications that are fully completed will be accepted and considered for approval by the Municipality.

Incomplete & illegible applications will be returned. If an application is received by the Department that is not complete (i.e. missing any required information, not signed, etc.) or if it is illegible it will be returned.

Approved applications will be processed and an invoice of all applicable fees for the housing units identified below will be produced and issued by the Municipality.

**The annual license fee is \$65.00 PER RENTAL UNIT.
 Payments must be received by the Municipality by November 15th.**

Rental License Calendar	
October 15, 2018	Rental License Applications Due
November 15, 2018	Invoice Payments Due
January 15, 2019	Late Payment Fee of \$60/per unit Added to Invoices

It is the responsibility of property owners who have not received an annual rental application and/or an invoice by mid-October of each calendar year to contact the Norristown Dept. of Buildings & Code Enforcement and follow up accordingly. **Property owners who fail to submit the annual rental license application and/or fail to pay for their invoice will be subject to penalties as stated under Ordinance 08-12 of 2008 and will also be subject to a late payment penalty of \$60.00 PER RENTAL UNIT imposed and added to their invoice.**

Failure to submit completed annual rental license application by October 15, 2018 and/or pay rental license invoice by November 15, 2018 will result in citations being filed at the Magisterial District Justices Office for Non-Compliance.

Please be aware that if you fail to complete and return this application along with the required fee and continue to operate a rental dwelling you will be subject to the penalties as stated under Municipal Ordinance 08-12 of 2008 section 245-2(4). If you fail to comply with the standards as set forth in Municipal Ordinance 08-12 of 2008 section 245-2(H), your rental dwelling license may be revoked.

Failure to provide any of the requested information below will result in this application being denied and returned.

Please feel free to contact our office at 610-270-0441 if you have any questions regarding the form that are not provided by the information below:

1. Rental Dwelling Information

- Property Address** – The location of the rental dwelling unit.
- Account Number** – The account number for the property issued by the Municipality of Norristown. This information can be located on the prior year rental license.
- Number of Units** – The number of rental housing units located at the rental dwelling address.
- When was the last Rental Inspection Performed** – The date the rental dwelling had the most recent rental inspection. If blank, no recent rental inspection performed.
- Status of Last Inspection** – Rental inspection result (Pass or Fail).
- Does the Rental Dwelling have any open notices** – This would be any notice (warning, notice of violation, quick ticket, rental inspection, etc.) that hasn't been corrected.
- Does the Rental Dwelling have any open permits** – This would be any permit (building, mechanical, electrical, plumbing, etc.) that hasn't been closed.
- Does the Rental Dwelling have any unpaid fees/fines** – This would be any fee and/or fine (quick ticket, rental license, permit, etc.) that hasn't been paid.
- Is This Property Located within a Historic District** – If this property is located within a HARB Historic district, it will be identified here.
- Is This Property Located within a Flood Zone** – If this property is located within a flood zone, it will be identified here.
- 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(s)** – The name of the legal owner(s) of the rental dwelling. 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.
- Owner Business Address** – The mailing address of the property owner(s) is required and post office boxes will not be accepted.
- 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.*

3. Property Manager/Agent Information

- Property Manager/Agent** – The contact information for the property manager/agent 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, police, or code emergency.

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 the Department within sixty (60) days of a change in tenant(s).