



**Borough of West Chester**  
401 East Gay St West Chester, PA 19380  
www.west-chester.com  
(610)-696-1773

**OWNER / RESPONSIBLE AGENT AFFIDAVIT**

**Property Address:** \_\_\_\_\_

I, \_\_\_\_\_, Owner of the above property, appoint:

**Responsible Agent:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Chapter 66-2 1000.2 Definition (Reference)

“LOCAL RESPONSIBLE AGENT. An adult individual designated by the owner of a residential rental dwelling unit or rooming unit who is responsible for providing the Code Official with access to the dwelling unit or rooming unit for the purpose of making inspections necessary to ensure compliance with Chapter 66 of the Code. **A responsible local agent is required to either reside on the premises in which the dwelling unit or rooming unit is located or reside within a radius of five miles of the Borough of West Chester.** An owner may designate himself or herself as a responsible agent if he or she either resides on the premises in which the dwelling unit or rooming unit is located or resides within a radius of five miles of the Borough of West Chester.”

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Responsible Agent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Notary Acknowledgment**

Notary Signature: \_\_\_\_\_

Notary Print Name \_\_\_\_\_

Notary Stamp/Seal

Notary Stamp/Seal

**THIS FORM MUST BE SUBMITTED ONLINE VIA THE PORTAL, DO NOT MAIL TO THE BOROUGH.**