



# The Borough of West Chester

## Rental & Student Home Registration Form

Phone: 484-887-2816 Fax: 610-692-7958

(e-mail completed forms to [cbarninger@west-chester.com](mailto:cbarninger@west-chester.com))

1. **Address of Rental Property:** *(Please...print clearly)*

\_\_\_\_\_

Name(s) of Owner(s):

\_\_\_\_\_

Owner's Mailing Address *(for all correspondences)*:

\_\_\_\_\_

City, State, & Zip Code:

\_\_\_\_\_

Telephone Numbers: Cell: \_\_\_\_\_

Home: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

2. **Name of Responsible Agent** *(Required if owner lives outside a 5-mile radius of the Borough of West Chester):*

\_\_\_\_\_

Responsible Agent's Mailing Address:

\_\_\_\_\_

City, State, & Zip Code:

\_\_\_\_\_

Telephone Numbers: Cell: \_\_\_\_\_

Home: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

3. **Single Family, Two Family Dwelling, or Apartments:**

Total Number of Dwelling Units: \_\_\_\_\_

Total Number of Dwelling Units being Rented: \_\_\_\_\_

Rooming House Use ***Only***:

Total Number of Rooming Units: \_\_\_\_\_

Total Number of Rooming Units being Rented: \_\_\_\_\_

4. **Type of Premises:** *(check box)*

- Single Family / Two Family Dwelling
- Apartment House (3 or more dwellings)
- Rooming House
- Mixed Use Building (i.e, store/office with apartments)

5. Do you currently have students\* as tenants?

- YES
- NO

If yes, please provide which dwelling units are rented to students and the unit number:

Number of dwelling units: \_\_\_\_\_ Unit #'s: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

6. **Do you have an Automatic Fire Alarm System: YES NO**

If YES, please provide you Central Station Company name and telephone number.

7. **The Owner/Responsible Agent must live with in a five (5) mile radius of the Borough of West Chester and within the limits of Chester County. This form must be completed in FULL and returned to the address below, in accordance with West Chester Borough Codes – Chapter 66, Article 10 – Section PM 1000.5.**

8. The Owner/Responsible Agent must give NOTICE to the Building Occupants, prior to any inspections of Living Quarters. Failure to serve Notice of Inspection on Occupants may constitute a violation of tenant’s rights. Your signature on this document acknowledges your responsibility in this matter and affiliated obligation to serve Notice of Inspection.

9. I hereby consent to grant the Right of Entry to referenced property on a regular basis for the purpose of inspection to ensure compliance with the Code of the Borough of West Chester.

10. I affirm the Provisions of Summary Ordinance pursuant to West Chester Borough Codes Chapter 66, Article 10 – Section PM 1000.3 / Appendix A, shall be provided to the tenants at or before commencement of the rental agreement.

In accordance with Chapter 66, Section 1000.5 of the Borough of West Chester Code, it is required that property owners complete a rental home registration form *annually*. Failure to provide this information will result in legal action against the property owner.

I hereby verify that the statement made in this document are true and correct. I understand that false statements herein made are subject to the penalties of 18 Pennsylvania C.S. Section 4904 relating to the Unsworn Falsification to Authorities. **\*Property owners are required to sign this form\***

\_\_\_\_\_  
Signature of Owner(s)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Ordinance Number 15-1996  
**401 East Gay Street**  
**West Chester, PA 19380**  
**484-887-2816**

**\*Student:** A student is defined as an individual who is enrolled or has made application and has been accepted at a university, college or trade school and is taking at least (6) credit hours and whose primary occupation is as a student, or who is on a semester or summer break from studies at a college, university or trade school. The term student shall apply to both undergraduate and graduate students alike.