



UPPER CHICHESTER TOWNSHIP
 P.O. BOX 2187, Upper Chichester, PA 19061
 Ph: 610-494-3010 Fax: 610-494-2130

DATE: _____

RENTAL/LEASE CERTIFICATE OF OCCUPANCY APPLICATION

(RESIDENTIAL OR BUSINESS CHANGE IN TENANT OR ANNUAL)

TYPE OF RENTAL: Residential Commercial

Property Information (hereby applies for Certificate of Occupancy for the following property)

ADDRESS: _____
Apt # City State Zip

Applicant Information

APPLICANT: Owner Property Manager Other _____

NAME OF AGENCY/BUSINESS (if applicable): _____

NAME : _____ Phone: _____

ADDRESS: _____ Owner Phone: _____

_____ Email: _____
City State Zip

Applicant's Notification Preference: Email Mail Phone

Fee Schedule

RESIDENTIAL RENTAL FEE:
 \$75.00/Unit - Change of Occupancy (Apartments, Condos, Houses)
 \$50.00/Unit - Annual Renewal (Apartments, Condos, Houses)
 \$100.00/Unit - Common Area

COMMERCIAL TENANT INSPECTION FEES:
 \$125.00/Unit - Change of Occupancy

****ONLY 1 (ONE) CHECK ACCEPTED AS PAYMENT PER APPLICATION. PLEASE DO NOT SUBMIT MULTIPLE CHECKS. ****

Inspection Contact Information (Person to contact to schedule inspection)

Name: _____ Phone: _____

AS PROVIDED BY ORDINANCE NO. 456 # of Rental Units: _____ # Common Areas: _____

Tenant Information (Please list all Occupants)

FIRST AND LAST NAMES OF ALL TENANTS INCLUDING CHILDREN	Address	Unit Number	Phone Number

 SIGNATURE OF APPLICANT

For additional Tenant listing please use backside

