



BOARD OF SUPERVISORS  
 WEST GOSHEN TOWNSHIP  
 1025 Paoli Pike, West Chester, PA 19380  
 Phone: 610-696-5266 Fax: 610-429-0616

## RENTAL REGISTRATION

Registration Renewal \_\_\_\_\_ New Registration \_\_\_\_\_ New Tenant \_\_\_\_\_ Address Change \_\_\_\_\_

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

Property Owner Name and Address: \_\_\_\_\_

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

Property Manager: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Dwelling:

Single Family Home \_\_\_\_\_ Duplex \_\_\_\_\_ Apartment \_\_\_\_\_ Townhome \_\_\_\_\_

Number of Units: \_\_\_\_\_ Number of Occupants \_\_\_\_\_

Basement: Yes \_\_\_\_\_ No \_\_\_\_\_ Finished Basement: \_\_\_\_\_ Sump Pump: Yes \_\_\_\_\_ No \_\_\_\_\_

Smoke Detectors in each bedroom and on each floor: Yes \_\_\_\_\_ No \_\_\_\_\_

Type of Heating System: Oil \_\_\_\_\_ Gas \_\_\_\_\_ Electric \_\_\_\_\_

\*For fuel fired heating and cooking appliances, Carbon Monoxide Detectors are required on the same level of appliances and outside all sleeping areas.

Provide the information below for each rental unit. Provide names of tenants that are 18 years or older. For Apartment complexes, provide additional sheets with this information.

Tenant Name	Address, Unit No.	Phone Number	Email Address	Occupancy Date

**I certify that the information on this form is true and correct. I also certify that I understand that I am required to obtain an inspection prior to any tenant change, I am required to update my registration with every tenant change, and that I am responsible to annually register my rental unit(s) per Chapter 75 of the West Goshen Township Ordinances. I understand that if I violate any provisions of the ordinance, I am subject to the penalties listed in Section 75-10 of the ordinance.**

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

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

\_\_\_\_\_  
Date



## RENTAL LICENSE FEE WORKSHEET

Per Chapter 75 of the West Goshen Township Ordinances, rental registration is due annually and inspections are required annually and/or if there is a change in tenant. Rental Inspection fee should be paid at or prior to the time of inspection.

### Registration Fee:

- Single Family Dwelling: \$40/Unit
- Multi-family Dwelling 1-10 Units: \$100, plus \$25 per Unit
- Multi-family Dwelling 11-50 Units: \$100, plus \$15 per Unit
- Multi-family Dwelling 51 Units or more: \$100, plus \$10 per Unit

**Registration Fee Total: \$ \_\_\_\_\_**

### Change in Tenant Rental Inspection Fee:

- \$40 per Unit

Total Number of Units \_\_\_\_\_ X \$40/Unit = Inspection Fee Total: \_\_\_\_\_

**Registration & Inspection Fee Total: \$ \_\_\_\_\_**