



BROOKHAVEN BOROUGH

Pennsylvania

Delaware County

2 Cambridge Rd, Suite 100, Brookhaven Pa 19015 • 610-874-2557 • permit@brookhavenboro.com

APPLICATION FOR RESIDENTIAL RENTAL INSPECTION AND LICENSE

Date

PROPERTY INFORMATION

ONE FORM MUST BE COMPLETED FOR EACH RENTAL UNIT EXCEPT FOR APARTMENT HOUSES

Property Address	BROOKHAVEN PA 19015	Parcel (if Known)
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OWNER INFORMATION

Owner (legal Name)	Phone
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Owner Contact	Phone	Email
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Owner Address

City	State	Zip	Expiration Of License
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AGENT INFORMATION IF APPLICABLE

Agent	Phone
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Contact Person	Phone	Email
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Agent Address	Physical Address
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City	State	Zip	City	State	Zip
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TENANT INFORMATION

For multiple units in an apartment house use form on page 2 of application or provide an attachment.

Tenant	Phone	Email
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Additional Tenants Only If Included On Lease	Lease Start
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Contact for inspection Owner Agent Tenant

APPLICATION MUST BE RECEIVED 2 WEEKS BEFORE INSPECTION IS NEEDED
APPLICATION FEE IS \$100 PAYABLE TO BROOKHAVEN BOROUGH
APPLICATION FEE FOR APARTMENT HOUSES IS \$80 PLUS \$20 PER UNIT

Application fee includes one inspection and one reinspection if necessary. Additional inspections will be \$40 if required.

Upon passing of inspection License will be issued to legal owner and will be valid for a period of 1 year, or in the case of license renewal within 60 days of expiration, for 1 year from previous license expiration.

All Properties must comply with Borough ordinances, State and Local codes, and safety standards. A checklist outlining this inspection can be found on the Borough website.

In the case of inspection failure, a report will be emailed outlining any deficiencies. Deficiencies must be corrected within 30 days and inspected prior to issuance of License. Applicant must call to schedule follow up inspection.

Owners domiciled outside of Pennsylvania must attach a certificate of authority to do business in Pennsylvania and provide all information required by Brookhaven Ordinance 776.

