

TENANT LIST

Tenants/Occupants			Maximum Number
(Full Name):	House/Apt. No.	Phone No.	of Persons Permitted
<hr/>			to Occupy each Unit:

I certify that I have given notice to the above tenant(s) about the approximate square footage of all rooms which may be occupied for sleeping purposes and the maximum number of persons permitted to occupy the dwelling unit.

CERTIFICATION

(Property Owner Signature)

You are required to list all occupants/tenants in the attached *Tenant List Certification Form* and certify that you have complied with the requirement of this application. A rental license will not be issued if the entire application is not completed. *The Tenant List Certification* is attached to the application.

As noted above, all vacant units must be inspected prior to occupancy or re-occupancy. Please complete the enclosed Application and Certification, and return with the appropriate fee by **February 1, 2010**. Make checks payable to the Borough of Kennett Square.

DIVISION 3 – LOCAL AGENT

Section 8-107 Registration Required

An owner or any building containing dwelling and/or rooming units, other than single-family, owner-occupied buildings, shall register for each parcel of land under his ownership on which such building or buildings are contained (the premises) a person to serve as the responsible local agent who shall be legally responsible for operating the rental/rooming housing in compliance with all the provisions of the Code and Ordinances of the Borough of Kennett Square and the laws of the Commonwealth of Pennsylvania and who also shall be responsible for providing access to the premises for the purpose of making necessary inspections to insure such compliance.

The local agent shall reside within the Borough or within a five-mile radius of the premises, so long as he/she resides within Chester County, Pennsylvania. The owner of the rental/rooming housing, a tenant, a lessee, a roomer, an occupant, or another individual person may serve as the local agent if he is a bona fide resident at the premises or resides within a five-mile radius of the premises and is a Chester County resident. (Ord. 628, 15)

Rental Agent Registration

Rental Property Address: _____

Name: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Phone: (____) _____

If affiliated with a management company:

Company Name: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Business Phone: (____) _____