

**RESIDENTIAL RENTAL OPERATING
LICENSE APPLICATION
BOROUGH OF LEESPORT, BERKS COUNTY, PENNSYLVANIA**

1. Applicant's Name: _____
2. Applicant's Address: _____
3. Applicant's Telephone: _____
4. Applicant is: _____ owner/landlord _____ property manager/agent for owner
5. Name and address of owner (if different from #1 and #2 above): _____

6. Location and unit number of property to be let for occupancy: _____

Tax Parcel # _____
7. Name and telephone number of contact person to schedule compliance inspections (if different from #1 and #2 above) _____

8. Mailing address of property to be let for occupancy (if different from #6 above):

9. Names and ages of all tenants and occupants or family members who will occupy property listed in #6 above:

10. The scheduled Move-in and Move-out dates for tenants/occupants who will occupy property listed in #6 above:

I verify that the information contained in this Application is true and correct to the best of my knowledge, information and belief. I understand that I must allow the Leesport Borough Codes Enforcement Officer to inspect the property listed in #6, above, to ensure that such property is compliant with all applicable building codes and that I must pay the cost of such inspection and repair any items found to be in violation before a Rental Operating License will be issued.

Date: _____ Owner/Agent: _____

Please submit this form and the required fee to: Leesport Borough, 27 South Canal Street, P.O. Box 710, Leesport, PA 19533.

To Schedule An Inspection, contact: LTL Consultants, Ltd. at 1-888-987-8886

For Office Use: \$ 50.00 Application fee attached: _____ yes _____ no
\$ 50.00 Inspection fee attached: _____ yes _____ no

License issued on _____, License No. _____

**RESIDENTIAL RENTAL PROPERTY
CHANGE FORM
BOROUGH OF LEESPORT, BERKS COUNTY, PENNSYLVANIA**

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Telephone: _____

Location and unit number of rental property: _____

Tax Parcel # _____

Please check the one that applies:

I no longer own the property listed on this letter.

The property is vacant and/or I do not intend to rent out the property at this time

Signature: _____

Print Name: _____

Date: _____

Any questions, contact LTL Consultants, Ltd. at 1-888-987-8886

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