

RENTAL INSPECTION REQUEST FORM

PINE GROVE BOROUGH
 ONE SNYDER AVENUE
 PINE GROVE, PA 17963
 570-345-3555

Please legibly complete the information below. A separate form should be completed for each and every rental unit. Return form and check made payable to **Pine Grove Borough** for the total inspection fee along with the **\$25.00 Annual Registration Fee** per address to the Pine Grove Borough.

PROPERTY OWNER INFORMATION

Property Owner Name	Property Owner Street Address, City, State & Zip	
Property Owner Phone Number	Property Owner Email	Number of Rental Units Owned in Pine Grove
Rental Agent Name <small>(If the property owner does not live within a 20-mile radius of the Borough)</small>	Rental Agent Address Street Address, City, State & Zip	
Rental Agent Daytime Phone Number	Rental Agent's Email	

IF THIS IS NOT A RENTAL PROPERTY, PLEASE CHECK THE BOX BELOW, SIGN, DATE & RETURN TO THE BOROUGH.

NON-RENTAL UNIT STATEMENT

By checking this box, I the property owner, certify that the structure or separately secured portions listed at the below address are not offered by the owner of the property on which such structure stands to a person or persons who are not the owner of the property for residential purposes in return for the payment of rent or some other consideration.

REQUIRED PROOF OF HAZARD & LIABILITY INSURANCE INFORMATION

Insurance Carrier	Policy Number	Agent Name	Agent Phone Number

The property owner shall attach a copy of the Certificate of Insurance. The Pine Grove Borough will need to be named as a *Certificate Holder* on your insurance policy.

Rental Unit Street Address	Number of Units in This Building

Tenant Name	Number of Occupants	Number of Minors	Apartment #	Tenant Phone



INSPECTION FEE CALCULATIONS

Units to be inspected with this request	Fee	
Unit Number -	\$90.00	\$90.00
Additional Units -	_____ X \$50.00	
Annual Registration Fee	\$25.00	\$25.00
	TOTAL	

Property Owner's Signature (required for all submittals)

Date

Please return this form and check to the Pine Grove Borough Office.