



101 Commerce Drive
Exton, Pennsylvania 19341

Tel: (610) 363-9525
www.westwhiteland.org

SINGLE UNIT REGISTRATION FORM

Date _____

Dear Rental Property Owner,

Pursuant to West Whiteland Township Rental Property Ordinance Chapter 250, an owner of a rental dwelling unit within the Township shall submit to the Code Official a rental dwelling registration form to be provided by the Code Official. The owner shall pay a registration fee and have a re-occupancy inspection completed ten (10) days prior to re-occupancy of a dwelling unit in a rental property unless exempt.

New Tenant Registration Change in Tenant Registration Certificate of Re-Occupancy Issued

RENTAL UNIT INFORMATION						
Rental Address				Parcel #:		
Total # Tenants:		Total # Units:		Complex Name:		
Type of Dwelling:	Single Family	Duplex	Townhouse	Condo	Multi-unit	
24-Hour Emergency Contact Name:				Phone #:		

RENTAL UNIT OWNER INFORMATION	
Name:	Phone #
Address:	Email:

PROPERTY MANAGER/MANAGEMENT COMPANY		
Contact Name:	Contact Phone #:	
Mailing Address:		
Cell Phone #:	Emergency #:	Email:

TENANT INFORMATION	
Listing Tenant Name:	Listing Tenant Phone:
Name of Residents	Adult/Minor

RENTAL FEES		INSPECTION INFORMATION	
Application Fee	\$25.00	Inspector Name:	
Inspection Fee	\$60.00	Inspection Date:	
Re-Inspection Fee	\$35.00	Re-Inspection Required:	
		Re-Inspection Date:	

I have read and understand the rental ordinance, I acknowledge the inspection fee includes an initial inspection, and any additional inspection will be an additional charge.

Signature: _____ Date: _____