

2019 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. A check made payable to Pine Grove Borough shall be submitted with this request form.

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 property owner does not live within 20 mile radius of Borough)</small>	Rental Agent Address Street Address, City, State & Zip	
Rental Agent Daytime Phone Number	Rental Agent's Email	

NON-RENTAL UNIT STATEMENT

By checking this box, I the property owner, certify that the Structure or separately secured portions thereof listed at the above address are not offered by the Owner of the real property on which such Structure stands to a person or persons who is/are not the Owner thereof 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, naming Pine Grove Borough as an additional insured, to this Report. Only one certificate per building is needed.

RENTAL UNIT INFORMATION

Rental Unit Street Address	Unit Number <small>(i.e. Apt. 1, Rear)</small>	Number of Units In This Building

INSPECTION FEE CALCULATIONS

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

Property Owner's Signature (required for all submittals)

Date

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