



RENTAL PROPERTIES IN KENNETT TOWNSHIP

All rental properties in the township are required to obtain a rental license and be registered by the property owner, management company or landlord. Kennett Township Rental requirements are in place to ensure that every township resident has safe and sanitary housing, to protect the health, safety, and welfare of township residents, to prevent blight, to protect property values, and to avoid the creation and maintenance of nuisance properties. Your property must be registered even if:

- ❖ **The property is vacant or not rented**
- ❖ **Your property is a short-term rental such as a B&B, or Air B&B**
- ❖ **Your tenants are relatives who are 18 and older and not on the deed**
- ❖ **You do not collect any rent on the units.**

What is a rental unit?

"Rental unit" means a structure or part of a structure used as a home, residence, or sleeping unit by a single person or household unit, or any grounds, or other facilities or area promised for the use of a residential tenant and includes, but without limitation, apartment units, boarding houses, rooming houses, mobile home spaces, and single and 2-family dwellings.

Kennett Township requires all properties that are **not owner occupied** to be registered. Please fill out the Rental Property Registration Form for each property and return it, along with the applicable fees (\$125.00 per unit) to the permits department.

Checks should be made out to "KENNETT TOWNSHIP". We can also accept credit card payments. Please check the appropriate box on the application form.

All properties are subject to a life safety inspection which ensures that the rental properties comply with all applicable Township ordinances.

There are two options to return this form- Postal Mail or Email (no cellphone pics please, must be PDF or scan)

Please complete the 2-page application-and mail or scan back to us. No cellphone pictures please, send as a PDF (if not sending a check) to:

permits@kennett.pa.us

If sending by mail- please use this address:

KENNETT TOWNSHIP/PERMITS

801 Burrows Run Road

Chadds Ford PA 19317

KENNETT TOWNSHIP RENTAL REGISTRATION PROCEDURES



- ❖ Applicant completes the Rental registration form and returns to Kennett Township via postal mail or scanned PDF- see addresses below.
- ❖ Payment can be a check made out to “Kennett Township” or credit card.
- ❖ When application is received, applicant receives a confirmation.
- ❖ If scanned, applicant receives a link to pay with a credit card (if checked on application).
- ❖ Once application is reviewed by Kennett Township, the township will reach out for a rental inspection of the unit.
- ❖ Rental inspection is scheduled and takes place.
- ❖ Owner is notified of any issues or non-compliance items that need to be fixed before a rental compliance certificate is issued (most common are missing smoke detectors).
- ❖ Owner has a set amount of time to fix items.
- ❖ Re-Inspection is scheduled if needed.
- ❖ Owner is given a Rental Compliance Certificate that is good for three years, or unless tenant changes.

Questions: Please email us at:
permits@kennett.pa.us

Mailing an application:

Kennett Township/Permits

801 Burrows Run Rd.

Chadds Ford PA 19317

Kennett Township Rental Registration Form



Township Use only:

Tax Parcel:

Zoning:

Below are the requirements for compliance with the Kennett Township Rental Registration Ordinance

- Registration is required for all rental properties.
- There is a **\$125.00** registration fee **due for each unit (Payment can be credit card or check, no cash payments)**
- An inspection will be performed following receipt of registration form.
- Registration is valid for 3 years, unless your unit changes tenants, at which time a new registration, fee, and inspection are due.

Failure to comply may result in fines.

Please complete entire form:

Registration: **New Registration** **New Owner** **New Tenant** **Registration Renewal**

Rental Address: _____

Number

Street Name

State

City

PA

Zip Code

Does Property have an HOA? **YES** **NO**

Subdivision Name: _____

Owner(s) Names: _____

Mailing Address: _____

City _____ State: _____ Zip Code: _____

Email Address: _____

Phone: _____ How long have you owned the property? _____

Is Rental Property rented and managed through a 3rd Party brokerage?

Yes: _____ No: _____ If "yes", name of Company: _____

Contact Name: _____ Phone: _____

Email Address: _____

Property Information: Single Family Two or More Family Rooming House

Apartment House/Complex Mixed Use Building (store/office with apartment(s)).

Number of Parking spaces: _____ Modular/Manufactured Home? Yes No

Year Built: _____ Does property have a basement: _____

If property has a basement, is this area utilized as a sleeping room? _____

Multi-Family Rental: ____Yes ____No

Total Number of Sleeping Rooms Rented: _____

For a Rooming House, total # of Units/Rooms rented:_____

Property is on: ____*Sewer ____Septic

**Please note, sewer bills must be in name of property owner and cannot be in tenant name.*

Smoke Detectors: _____ Type of Smoke Detector(s): Hardwired & battery backed Carbon Monoxide Alarms Installed:_____

____Battery ____Plug-In ____Hardwired

Tenant Information:

Does the Property Owner Reside in the Residence? ____YES ____NO

TOTAL # OF RENTERS:_____ # of Occupants under 18 years of age:_____

NAMES OF TENANTS (18+ YEARS OLD ONLY, NO ONE UNDER 18 NEEDS TO BE LISTED)

FIRST NAME:_____ LAST NAME:_____

FIRST NAME:_____ LAST NAME:_____

FIRST NAME:_____ LAST NAME:_____

FIRST NAME:_____ LAST NAME:_____

Rental Registration Payment Information (the Township does not accept Cash Payments:

_____I have made a credit card payment on the Kennett Township website kennett.pa.us- Pay Bill- Permits (Permit # is RR + House Number- example 44 Rental Lane would be permit # RR44

_____I have enclosed a check made out to "KENNETT TOWNSHIP"

Rental Inspections typically take approximately 30 minutes.

Who will be present at rental inspection?

_____Property Owner ____Property Manager (owner's agent) ____Tenant

I acknowledge that all information provided herewith is true and correct. I understand all of my responsibilities as the property owner to remain in compliance with the Kennett Rental Registration Ordinance.

Signed:_____ Date:_____

(Property Owner or Owner Agent)

Questions?

Please reach out to us with any questions @ permits@kennett.pa.us