



Borough of Pottstown

Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525
610-970-6520
LNIAdmin@pottstown.org

Rehabilitation Agreement

Property Address: _____

Property Owner Name: _____

Mailing Address: _____

Home Phone Number: _____ Cell Phone _____

E-Mail Address: _____

This rehabilitation agreement serves as a contract between the property owner and the Borough of Pottstown.

The property owner must prove to the appropriate agencies of the Borough of Pottstown, including but not limited to, Licensing and Inspections, Finance Department and the Blighted Property Review Committee, that the subject property is code-compliant and ready for its appropriate use as defined by the Zoning Division.

In addition to completing the Rehabilitation Agreement with the Licensing and Inspections office, the property owner, agent, or contractor acting on behalf of the owner must obtain all permits necessary. Work requiring permits shall be applied for and approved by Licensing and Inspections office prior to any work commencing.

Is this a currently registered rental property?

- No** **Yes** -If yes, choose one option below

_____ **De-register the rental status**

- Choosing this option will remove the property for the rental program.
- Fees will apply to re-register this property into the rental program.

_____ **Keep rental status** - I will complete transfer documents and pay all fees.

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Timeline

Step	Start Date	End Date	Office Use Only Follow up Date
1. Exterior (no more than 6 months)			
2. Interior Finish (Ceilings, Floors, Walls)			
3. Permits	Building		
	Electrical		
	Plumbing		
	HVAC		
	Roof		
	Other		

**Extensions to this Rehab Agreement must be submitted in writing to:
LNIAdmin@pottstown.org prior to the End Date listed above.**

Contractors must be licensed and registered as required by the Borough of Pottstown, have appropriate insurance, and in the case of home improvement contractors be registered with the State Attorney General's Office.

Homeowners may complete work as allowed by the Pennsylvania Uniform Building Code and the Borough of Pottstown.

_____ **Date:** _____

Property Owner Signature

Office Use Only:

Approved Denied Notes: _____

_____ **Date:** _____

Licensing and Inspections Department Manager