



Borough of Pottstown

Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525

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.

Choose:

- This property is not currently a registered rental nor will it be
- This is not a current registered rental property, but it will be*
- This is a current registered rental property
 - ___ which will become owner occupied*
 - ___ and will remain a rental*
 - ___ which will be a flip*

*Rental options – choose one:

- De-register the rental status
- Continuation of rental - I will complete documents and pay all fees
- New rental - I will complete documents and pay all fees

*Rental property or intention to rent: All rental fees and documents are **due now**. We can delay the inspection, however fees and documents must be paid/submitted.

*If you choose to de-register the property as a rental you must do so now. If you want to then re-register the property as a rental a \$115 registration fee will be applied along with the rental license and rental inspection fees.

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