



Exeter Borough Occupancy Permit -Rental/Sale Inspection Application

Email to: zoning@exeterborough.com

Exeter Borough, 1101 Wyoming Avenue, Exeter, PA 18643

Phone: (570) 654-3001 x3

Fill out ONLY applicable blocks. If unknown, leave blank.
Information provided is for emergency purposes and is confidential.

Date: _____

Owner: _____ Phone: _____

Mailing Address: _____

Property Address: _____

Maximum Occupancy Per Unit: _____ Actual Number of Occupants: _____

Name of Current Tenants: _____

List Phone Numbers of each Tenant

Number of Tenant Spaces: _____ Is This Building Commercial or Residential? _____

Name of Property Manager: _____ Phone: _____

Emergency Contact: _____ Phone: _____

This inspection is for the following: (please circle one) **RENTAL** **SALE**

*** Fees for occupancy inspections are as follows: Residential Tenant Space - \$50
Commercial Tenant Space - \$75

SUBMIT TO: (check or money order also payable to): Exeter Borough 1101 Wyoming Avenue, Exeter, PA 18643

PAY ONLINE: https://payments.municipipay.com/pa_exeterborough

*****Inspection fees must be paid in full PRIOR to scheduling an inspection*****

*****This inspection is a YEARLY RENTAL inspection as per Exeter Borough Ordinance*****

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas required for this inspection at any reasonable hour to enforce the provisions of the code(s) applicable to such inspection. I also understand that this inspection is a visual, non invasive inspection only, and therefore hold harmless both BHW Construction Consultation Services, Inc., and Exeter Borough for anything that may happen within the property after the inspection.

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent