



DUPONT BOROUGH
OFFICE OF CODE ENFORCEMENT

600 Chestnut Street DuPont, PA 18641

Email: Dupontofficer25@gmail.com Phone: 570-655-6216 EXT. 104

Dear Landlord:

This is to inform you that your rental registration is due pursuant to Ordinance 2 of 2023 requires that each rental unit in the Borough of DuPont is inspected by the Code Enforcement Office every two (2) years. This inspection is to ensure safe and clean rental housing in the borough. More information on the rental inspection program is included with this letter.

The rental registration is due no later than **April 01th** for each rental unit and the biennial fee per unit is \$75.00 valid through December 31, 2026.

Please contact the Borough of DuPont Code Enforcement Office at 570-655-6216 ext. 104 to make arrangements to inspect your unit(s).

Enclosed are forms that must be completed and submitted along with the required fee to the Borough of DuPont Office of Code Enforcement prior to your scheduled inspection.

Please note that landlords who fail to comply with this ordinance are subject to citations with fines and other penalties.

Thank you for your cooperation.



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RENTAL INSPECTION APPLICATION

DATE: _____

RENTAL ADDRESS: _____

NUMBER OF TENANT UNITS: _____ FEE: \$75.00 PER UNIT

PROPERTY OWNER INFORMATION:

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

PROPERTY MANAGER INFORMATION:

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

NAME(S) OF CURRENT TENANTS: _____

TO SCHEDULE AND INSPECTION OR IF YOU HAVE ANY QUESTIONS, CONTACT THE CODE ENFORCEMENT OFFICER AT 570-655-6216 EXT. 104 OR AT DUPONTOFFICER25@GMAIL.COM

I certify that the code administrator or the administrator's representative shall have the authority to enter the area required for this inspection at any reasonable time 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 DuPont Borough for anything that may happen within the property during or after the inspection.

SIGNATURE OF AUTHORIZED AGENT

PRINT NAME OF AUTHORIZED AGENT