

**RESIDENTIAL RENTAL OPERATING  
LICENSE APPLICATION  
TOWNSHIP OF BERN, BERKS COUNTY, PENNSYLVANIA  
(ONE RENTAL UNIT PER APPLICATION)**

1. Applicant's Name: \_\_\_\_\_
2. Applicant's Address: \_\_\_\_\_
3. Applicant's Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
4. Applicant is: \_\_\_\_\_ owner/landlord \_\_\_\_\_ property manager/agent for owner
5. Name and address of owner (if different from #1 and #2 above): \_\_\_\_\_  
\_\_\_\_\_
6. Location and unit number of property to be let for occupancy: \_\_\_\_\_  
\_\_\_\_\_  
Tax Parcel # \_\_\_\_\_
7. Name and telephone number of contact person to schedule compliance inspections (if different from #1 and #2 above) \_\_\_\_\_  
\_\_\_\_\_
8. Mailing address of property to be let for occupancy (if different from #6 above):  
\_\_\_\_\_
9. Names and ages of all tenants and occupants or family members who will occupy property listed in #6 above:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. The scheduled Move-in and Move-out dates for tenants/occupants who will occupy property listed in #6 above:  
\_\_\_\_\_

I verify that the information contained in this Application is true and correct to the best of my knowledge, information and belief. I understand that I must allow the Bern Township Codes Enforcement Officer to inspect the property listed in #6, above, to ensure that such property is compliant with all applicable building codes and that I must pay the cost of such inspection and repair any items found to be in violation before a Rental Operating License will be issued.

Date: \_\_\_\_\_ Owner/Agent: \_\_\_\_\_

Please submit this form and the required fee to: Bern Township, 1069 Old Bernville Road, Reading, PA 19605

**To Schedule An Inspection, contact: LTL Consultants, Ltd. at 1-888-987-8886**

For Office Use:      \$ 50.00 Application fee attached:      \_\_\_\_\_ yes      \_\_\_\_\_ no  
                                 \$ 62.75 Inspection fee attached:      \_\_\_\_\_ yes      \_\_\_\_\_ no

License issued on \_\_\_\_\_ License No. \_\_\_\_\_

**RESIDENTIAL RENTAL PROPERTY  
CHANGE FORM  
TOWNSHIP OF BERN, BERKS COUNTY, PENNSYLVANIA**

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Telephone: \_\_\_\_\_

Location and unit number of rental property : \_\_\_\_\_

\_\_\_\_\_

Tax Parcel # \_\_\_\_\_

*Please check the one that applies:*

I no longer own the property listed on this letter.

The property is vacant and/or I do not intend to rent out the property at this time

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Any questions, contact LTL Consultants, Ltd. at 1-888-987-8886

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