



# WHITE OAK BOROUGH RENTAL OCCUPANCY PERMIT APPLICATION

**Location:** \_\_\_\_\_

Present owner/Landlord Name: _____ Home #: _____ Cell #: _____
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Contact person/ Property Manager Name: _____ Office #: _____ Cell #: _____
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Tenants Name(s): _____ _____  Phone #: _____
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**When Occupancy permit is ready to be issued, please mark how you would like to receive it:**

**Mail To:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fax:** \_\_\_\_\_

**Will pick up in the White Oak Borough Office at 2280 Lincoln Way, .  
White Oak, PA 15131**

## **RENTAL FEE IS \$50.00 PER UNIT**

- All fees must be paid before inspection can be schedule, allow a minimum of ten business days prior to a new tenant(s) move in date. No Occupancy Permit will be issued if liens are due to White Oak Borough.
- If re-inspection is needed there will be another fee of \$50.00 per unit
- To see the list of requirement for the inspection visit- [www.woboro.com](http://www.woboro.com), click under permits and the Residential Occupancy Checklist.
- All rental unit(s) must submit a copy of the lease with this application.

1. If property owner resides more than fifteen (15) miles from White Oak Borough, provide and designate a manager who does reside within fifteen (15) miles:

Name of manager: \_\_\_\_\_

Address of manager: \_\_\_\_\_

Phone number of manger: \_\_\_\_\_

2. Location/Address of Rental Property Unit (each individual rental unit must be separately and individually identified).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Total number of units in each multi-unit building: \_\_\_\_\_

5. Total number of rental units owned by owner in White Oak Borough: \_\_\_\_\_

6. Current occupants/tenants in each residential unit. (For each rental unit, include names of all occupants, address and telephone numbers):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Owner must furnish copy of existing or proposed lease for each rental unit.

Date: \_\_\_\_\_  
\_\_\_\_\_ Owner Signature

Date: \_\_\_\_\_  
\_\_\_\_\_ Manager Signature

*Application is hereby made for permission to occupy the premises above described for the purpose herein stated. If such use complies with provisions of all laws and ordinances, and certificate of occupancy is used, it is understood by the applicant that the said certificate will authorize only the use state in this application and that such use may not legally be extended or changed without authorization in a new certificate of occupancy. If the building located on these premises or any part of the said building is to be occupied as a dwelling, the applicant understands that the occupancy thereof is to be limited to the number of families stated in this application.*

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(To be completed by Code Enforcement Officer)

Residential home \_\_\_\_\_

Total number of rental units: \_\_\_\_\_

Total amount due for permit \$ \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Re-Inspection Date: \_\_\_\_\_

This is to certify that \_\_\_\_\_ is in compliance with the Building Code of White Oak Borough and is permitted to occupy said premises or buildings for purpose as state in this application.

Inspected by: \_\_\_\_\_  
Code Enforcement Officer

Jennifer O'Brien Code Enforcement Officer  
White Oak Borough • 2280 Lincoln Way • White Oak, PA 15131  
Phone (412) 672-9727 • Fax (412) 672-0760