



CHESTER CITY  
DEPARTMENT OF PUBLIC SAFETY L&I  
1 FOURTH STREET SECOND FLOOR  
CHESTER PA 19013  
610-447-7700

September 1, 2023

Owner/Property Manager,

This letter and Rental Registration Application is being sent to all Landlords/Property Managers with rental properties in the City of Chester. The City of Chester recently passed a new ordinance regarding rental properties. The program is designed to register all rental properties in the City of Chester and start a systematic inspection of the rental properties. In the following paragraphs you will find the ordinance number and a brief explanation of the program. Please fill out the enclosed rental registration form and return it to the City of Chester by August 18, 2023. Once received the applications will be entered into the system for invoices to be printed out and mailed/emailed. The invoices are scheduled to be mailed out mid-October with a due date of 12/31/2023. The registrations will be for the registration year 2024. Systematic inspections will take place on rental properties every three years. Once a rental property has complied a rental registration inspection a rental license will be issued. The rental license expires every 3 years. If you have any questions or concerns please contact L&I by phone at 610-447-7700 ext. 7917 or by email at [RentalRegistration@chestercity.com](mailto:RentalRegistration@chestercity.com).

#### **1714.03 PURPOSE**

A. The purpose of this article and the policy of the City of Chester shall be to protect and promote the public health, safety and welfare of its citizens, to establish rights and obligations of owners and occupants relating to residential rental units in the City and to encourage owners and occupants to maintain and improve the quality of rental housing within the community. As a means to these ends, this article provides for a systematic inspection program, registration and licensing of residential rental units, and penalties.

#### **1714.04 DEFINITIONS**

RESIDENTIAL RENTAL REGISTRATION - the document issued annually for a fee by the City of Chester to the owner, operator, responsible agent, or manager of a residential rental unit evidencing the existence of the said residential rental unit. This registration shall be required until the public officer inspects the unit and issues a residential rental license. A residential

rental registration shall be required for lawful rental and occupancy of residential rental units under this article unless a public officer has inspected the residential rental unit and has issued a residential rental license or the residential rental unit is exempt from the registration provisions of this article. This registration does not warrant the property zoning, habitability, safety, or condition of the residential rental unit in any way.

**RESIDENTIAL RENTAL LICENSE** - A document issued by the Bureau of Permits, Licensing & Registration to the owner, operator, responsible agent, or manager of a residential rental unit upon correction of all applicable code violations granting permission to operate a residential rental unit in the City of Chester. Such license is required for lawful rental and occupancy of residential rental units under this article unless a public officer has not inspected the unit or violations of the applicable codes are being corrected and the unit operates under a residential rental registration, or the residential rental unit is exempt from the license provisions of this article. Licenses are good for three years unless otherwise revoked.

**RESIDENTIAL RENTAL UNIT** - A rooming unit or a dwelling unit or other-than-owner-occupied residential unit to include unoccupied units. A residential rental unit shall not include a hotel unit. A residential rental unit includes dwelling units under lease-purchase agreements, or long term (greater than 29 days) agreements of sale.

#### **1714.17 FEES; PENALTIES.**

##### **A. (1) Registration**

(b) The fee for a residential rental registration shall be \$200 per residential rental unit per year up to three units. Four units and above shall be an additional \$50.00 per unit and payable by or before December 31<sup>st</sup> each year until a residential rental license is obtained. This registration fee includes one inspection with one re-inspection every three years.

(c) For all payments received after December 31 of any year, a late fee of 25% to the billed registration amount shall be assessed, such that the total fee shall be per residential rental unit.

##### **(2) Licensure.**

(a) The fee for a residential rental license or licenses shall be \$15 per residential rental unit every three years, due and payable on or before December 31 every three years.

(b) For all payments received after December 31 of any year, a late fee shall be assessed, such that the total fee shall be 25% per residential rental unit.



**1 - RENTAL INFORMATION**

\_\_\_\_\_  
Rental Unit Street Address

\_\_\_\_\_  
#Units

**2 - Ownership Information**

\_\_\_\_\_  
Print Owner's Full Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Physical Address (No P.O. Box Number)

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Mailing Address (If Different then Above)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
City State Zip

**3 - DELAWARE COUNTY AGENT**

Owners residing in Delaware County may designate an agent to be named. Owners residing outside of Delaware County MUST designate an agent residing or working within Delaware County.

\_\_\_\_\_  
Print Responsible Agent's Name

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Agent's Address (No P.O. Box Numbers)

\_\_\_\_\_  
Email Address