Dear Property Owner/Manager:

This correspondence serves as formal notice of the requirements of Chester City Code Ordinance No. 1714, governing the registration, inspection, and licensing of all rental dwelling units within the City of Chester. Compliance with this ordinance is mandatory for all property owners who lease, intend to lease, or maintain vacant residential properties within city limits.

Legal Requirement for Registration

Pursuant to Ordinance 1714.04(a), all rental properties must be registered annually with the Department of Licensing & Inspections. Registration is required regardless of occupancy status, including properties that are:

- Currently occupied by tenants
- Offered or intended for lease
- Vacant but held for rental purposes

Failure to comply constitutes a violation of City law.

Registration Fees (Ordinance 1714.16)

Property Category	Registration Fee
Occupied or rental-ready units	$200 per unit per year
Properties with 4 or more units	Additional $50 per unit
Vacant rental properties	$500 per property every 6 months

Inspections are conducted once every three (3) years, unless otherwise required due to violations or complaints.

Penalties for Non-Compliance (Ordinance 1714.17)

Please be advised that operating a rental property without registration is unlawful. Under §1714.17 – Violations and Penalties, the following enforcement actions may be imposed:

- $500 per month, per unregistered rental unit
- Issuance of Code Violations and Municipal Liens
- Denial of permits, licenses, and zoning approvals
- Stop Work Orders where applicable
- Vacate Orders for illegal, unsafe, or non-compliant rentals

Continued violations may result in legal action filed by the City Solicitor and additional penalties as permitted under Pennsylvania Municipal Codes.

Submission Requirements
To comply with Ordinance 1714, submit the following:

- Completed Rental Registration Application (enclosed)
- Proof of ownership
- Contact Information for local property manager (required if owner resides outside Delaware County)
- Payment of applicable registration fees

Submission Instructions:

Submit documents and payment by mail or in person:
City of Chester – Licensing & Inspections
Attn: Rental Registration
1 Fourth Street – 2nd Floor
Chester, PA 19013