

# Borough Of Ambler

131 ROSEMARY AVENUE  
AMBLER, PENNSYLVANIA 19002  
PHONE 215-646-1000  
FAX 215-641-1355 ADMINISTRATION  
FAX 215-641-1921 WATER DEPARTMENT  
WEBSITE: [www.boroughofambler.com](http://www.boroughofambler.com)



Dear Residential Rental Property Owner,

you are currently renting your property or thinking about renting it the following is required:

- **Rental Registration Form**

Forms will be mailed to all property owners at the end of May of each year. Please complete the attached Residential Rental Form and submit the registration fee of \$50.00 per unit annual residential rental fee. These **completed forms and correct fees** will be due by August 31<sup>st</sup>. If the property is vacant, no longer being rented, or you no longer own it please respond in writing/email to the Borough that you no longer own the property, it is vacant, it is no longer a residential rental property, or owner occupied.

- **Rental Inspection Program**

If your property(s) are due for bi-annual inspection the Borough will be reaching out to you via mail during the year to set up a time and date for this to be completed. Upon receipt please contact the Borough within **FIVE (5)** business days to schedule a time and date. Scheduling can be done via phone or email and inspections, typically will be conducted between the hours of 9AM-3PM Monday thru Friday. The inspection fee is \$30.00 per unit and can be invoiced after the inspection is completed. On the back of this letter are the rental requirements outlining common items found during the inspections.

- **Business Privilege Tax**

The Business Privilege Tax (BPT) is an annual flat tax of \$240 levied by Ambler Borough upon those who conduct business in the Borough. If you own rental properties you are conducting business in the Borough. Forms and requests for payment are mailed out in the fall and the filing deadline is December 31st.

Feel free to contact me with any questions at 215-646-1000 x112 or via email [code@borough.ambler.pa.us](mailto:code@borough.ambler.pa.us)

Sincerely,

Glenn Kucher  
Code Enforcement Officer

# Borough Of Ambler

131 ROSEMARY AVENUE  
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## **BOROUGH RENTAL REGISTRATION AND INSPECTION PROCEDURES**

*An \$50.00 annual registration fee and registration form is required to be submitted each year.*

*All rentals are inspected bi-annually. Inspections are performed Monday thru Friday between 8am to 3pm.*

*Housing inspections requirements are in accordance with the International Property Maintenance Code.*

*Listed below are the items that will be looked at during the inspection. Please note this is not an all-inclusive list:*

### **INTERIOR ITEMS**

- Smoke detectors shall be required in each room used for sleeping and on each level of a dwelling.
- Carbon monoxide detectors are required on any floor using a fossil fuel heating source or for cooking.
- Each habitable space in a single-family dwelling shall have the required means of egress.
- All holes in ceiling, walls, and floors need to be repaired properly.
- All windows to be in working order and free of any cracked or broken panes.
- All stairways shall have handrails and open stairways shall have guard railings.
- Anti-tip over devices on any cooking range.
- Backflow preventer placed on the water service line on the building side of the meter\*\*\*\*\*
- Fuel burning heating equipment shall be in good operating condition and certified annually.
- Water heater and boiler relief valve discharge to be piped no more than 6" of the floor.
- Locking devices on exit doors shall not require a key to operate lock from the inside of the dwelling.
- GFI are required within 4 ft of sink or appliance using water.
- Rental must meet the occupancy requirement of 70 sqft sleeping area and an additional 50 sqft per person
- No sleeping areas are to be in a basement or in an attic unless there is an approved second means of egress.

### **EXTERIOR ITEMS**

- Foundation shall be free of any major structural defects and deterioration.
- House number must be 3" in height with a ½" and clearly visible from the street.
- Gutters and downspouts shall be in good condition.
- All walkways, driveways shall be free of any large cracks or tripping hazards.
- All trash / debris shall not be stored on the exterior and must be free of high grass and weeds.

**2025 AMBLER RESIDENTIAL RENTAL HOUSING  
ANNUAL REGISTRATION FORM  
(FEE: \$50.00 per rental unit)**

*Filing must be completed by August 31<sup>st</sup> of each year. A separate form must be used for each building address registration. Failure to register can subject you to a \$1,000.00 fine.*

**OWNER NAME:** \_\_\_\_\_

**OWNER ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**OWNER TELEPHONE NUMBER(S):** \_\_\_\_\_

**OWNER EMAIL:** \_\_\_\_\_

**RENTAL ADDRESS:** \_\_\_\_\_

**Number of Units** \_\_\_\_\_ **x \$50.00 = TOTAL \$** \_\_\_\_\_

**List the Make/Color/License Plate for each tenant vehicle(s):**

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

**AUTHORIZED RENTAL AGENT (if you do not live in the Borough)**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Return form(s) and registration fee to:  
Borough of Ambler  
CODE ENFORCEMENT  
131 Rosemary Avenue  
Ambler, PA 19002**

**Occupants in Each Rental Unit**

**A= Adult (18 Years or Older)      C = Child (Under 18 Years)**

<b>Apt or Room #</b>	<b># Occupants</b>	<b>List Renter by Name-- Indicate Adult(A) or Child (C)</b>

*Information on this Residential Rental Housing Annual Registration Form is true and complete to the best of my/our knowledge.*

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_