SCHEDULING FORM

Lower Heidelberg Township
720 Brownsville Road
Sinking Spring, PA 19608
610.678.0818

Property Owner:
For Property Located at:

Please complete this form and return it along with your Rental Unit Registration form and payment in the form of a check made payable to Lower Heidelberg Township.

SCHEDULING OF INSPECTIONS:

Upon receipt of the completed Rental Unit Registration form, Scheduling form and fees, you will be contacted via phone to schedule a specific date and time for the inspection. Inspections will be conducted Monday through Friday between the hours of 7:30 a.m. - 4:30 p.m

Please indicate the preferred day and time you are available to schedule inspection of the rental property. Every effort will be made to accommodate your request.

Phone number where you can be reached during the day:_____

If you have a preference for day and/or time, please check below:

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

Morning (7:30 -12:00) ☐ Afternoon (12:00 - 4:30) ☐

Additional information that will assist us in scheduling your inspection:

_____

FEE CALCULATION:

Registration fee	# of units	____	@ $15.00/unit	$_____
Inspection fee	# of units	____	@ $50.00/unit	$_____
			Total	

<u>Please note: All required registration and inspection fees must be paid prior to scheduling any inspections</u>

If you have any questions, feel free to contact Kraft Code Services at 610.775.7185.