



Dear Property Owner:

Under the Housing and Property Maintenance Ordinance of the Borough, landlords must apply for a housing license as follows:

One time initial rental fee:	\$75.00
Annual Rental Fee:	\$50.00 per unit
Total payable to the Borough of Malvern:	\$125.00

Also, under Ordinance 2004-2, all owners of rental properties must report to the Borough the names of all occupants within fifteen (15) days of their arrival and the departure of persons or person within the same time frame. Also a Use & Occupancy inspection needs to be done after each occupant. Forms are enclosed.

You may contact us by phone at 610-644-2602 if you have any questions concerning this letter.

Thank you for your cooperation.