

# SCHEDULING FORM

Borough of Lenhartsville  
c/o Kraft Code Services, LLC  
6525 Shillington Plaza  
Shillington, PA 19607  
610.590.1471

**Please complete and return with payment**

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 the Borough of Lenhartsville.

## 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 on Tuesday or Thursday between the hours of 9:00 a.m. - 3:30 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:

Tuesday  Thursday

Morning (9:00 -12:00)  Afternoon (12:00 - 3:30)

**If you would like us to contact the tenant to schedule please list their name and phone number below:**

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

## FEE CALCULATION:

### Payment

Registration Fee	_____	Units	@ \$20.00/unit	\$_____
Inspection Fee	_____	Units	@ \$80 or \$60/unit***	\$_____
		<b>Total Due</b>		\$_____

**Please note: All required license and inspection fees must be paid prior to scheduling any inspections.**

If you have any questions, feel free to contact Kraft Code Services at 610.590.1471.

\*\*\*3+ properties under single ownership scheduled for inspections at the same date/time \$60.00/unit.

\*\*\*3+ units @ the same address scheduled for inspections at the same date/time \$60.00/unit.

\*\*\*If and only if ALL properties/units are inspected at the same date/time.