

SCHEDULING FORM

Township of Ontelaunee

35 Ontelaunee Drive

Reading, PA 19605

610.926.4240

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 Township of Ontelaunee.

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 8:00 a.m. - 4:00 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 (8:00 -12:00) Afternoon (12:00 - 4:00)

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

FEE CALCULATION:

Payment

License Fee _____ Units @ \$25.00/unit \$ _____

Inspection Fee _____ Units @ \$75.00/unit \$ _____

Total due \$ _____

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.