

# SCHEDULING FORM

Upper Tulpehocken Township

6501 Old Route 22  
Bernville, PA 19506  
610.488.7170

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 Upper Tulpehocken.

## 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

Registration Fee	_____	Units	@ \$15/unit	\$ _____
Inspection Fee	_____	Units	@ \$75/unit	\$ _____
			<b>Total Due</b>	<b>\$ _____</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.