IMPORTANT NOTICE TO RESIDENTIAL RENTAL PROPERTY OWNERS

Residential Rental Use & Occupancy Application and Residential Rental Property License Requirements

All owners of non-owner occupied residential rental properties in Bensalem Township are required to comply with the Township's rental property licensing, inspection, and occupancy requirements.

There are TWO separate requirements that must be satisfied before renting or allowing occupancy of a residential rental property.

1. Residential Rental Property License – Required Annually

In accordance with the Code of the Township of Bensalem, Chapter 123, Section 123-14, all owners of residential properties that are rented or offered for rent or are not owner-occupied, must obtain an annual Residential Rental Property License from Bensalem Township.

- A separate rental license is required for each rental property.
- The license must be obtained annually and is required to legally offer the property for rent.
- The license requirement applies to each non-owner-occupied residential rental property, regardless of whether the property is a single-family home, townhouse, condominium, or multifamily dwelling, group home.
- The property owner must submit the required Residential Rental Property License Application identifying the property address, owner information, and designated managing agent, if applicable.
- The property is subject to inspection by the Township in accordance with Chapter 123.
- The applicable annual licensing and inspection fees must accompany the application.

Important: A Residential Rental Property License is a separate requirement from a Residential Rental Use & Occupancy approval. Obtaining a Use & Occupancy approval does not replace the annual rental licensing requirement.

2. Residential Rental Use & Occupancy Application – Required for Each New Tenant

In addition to obtaining an annual Residential Rental Property License, property owners must submit a Residential Rental Use & Occupancy Application whenever there is a change in tenancy and prior to a new tenant occupies the property.

- An application must be submitted for each new tenant or change in occupancy.

- The application must identify the property address, property owner, dwelling unit (if applicable), and provide new tenant(s) names. If expected occupants are unknown at time of application submission, please write "to be determined" or "TBD"
- The applicable Use & Occupancy fee must be paid for each dwelling unit.
- The property will be subject to inspection by the Township before approval is issued and must be vacant.

A Residential Rental Use & Occupancy approval is required in addition to, and does not replace, the annual Residential Rental Property License.

3. Business Registration Requirement

All residential rental property owners must also register their rental property business with E-Collect.

To register, contact:

E-Collect: 866-225-0033

4. Applicable Township Code

These requirements are established under the Code of the Township of Bensalem, including:

- Chapter 123, Section 123-14 – Premises License and Inspection of Dwellings.
- Chapter 123, Section 123-15 – License and Inspection Fees.
- Chapter 123, Section 123-18 – Penalties and Enforcement.

Failure to obtain the required rental property license, submit required occupancy applications, or comply with Township inspection requirements may result in enforcement action and penalties as provided by Township ordinance.

PLEASE NOTE: Property owners are responsible for maintaining a current annual Residential Rental Property License for every non-owner-occupied rental property and submitting a Residential Rental Use & Occupancy Application whenever a new tenant occupies the property.

For questions regarding these requirements or application procedures, please contact the Bensalem Township Building and Planning Department.

BENSALEM TOWNSHIP

Building and Planning Department
Office 215-633-3644 • Fax 215-633-3753
2400 Byberry Road • Bensalem, PA 19020

RESIDENTIAL PROPERTY RENTAL LICENSE APPLICATION

OFFICIAL USE ONLY

☐ NEW APPLICATION	☐ RENEWAL APPLICATION	Date	
		License #	
		Tax Parcel #	
		FEE	

LOCATION _____

OWNER'S NAME _____

OWNER'S ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE No. _____ EMAIL _____

TOTAL # OF UNITS _____ PAYMENT ENCLOSED **$** _____
(#UNITS X $50.00)

NAME OF TENANT(S)	**UNIT No.**
1.	
2.	
3.	
4.	
5.	

I/We certify that all of the above statements are true and correct to the best of my knowledge, and understand that false statements are subject to the penalties of 18 Pa. C.S. Section 4904 relating to unsworn falsification to authorities.

Owner Signature ***Title*** ***Date***

A SIGNED COPY OF THIS APPLICATION IS REQUIRED PRIOR TO ISSUANCE OF LICENSE

I/We further certify that the person named below, has been designated to act as my legal representative in relation to the above property.

AGENT'S NAME	
BUSINESS ADDRESS	
MAILING ADDRESS	
PHONE No.	
Email ADDRESS	

I certify that I am the legal agent of the above person/people in relation to the above property and that I am empowered to accept service of papers, notices, etc. in relation thereto.

Agent/Owner Signature ***Date***