

To Whom It May Concern:

Our records indicate you are the owner of one or more rental units in the Borough of New Holland. As you may be aware, all owners of rental units in the Borough must obtain a Rental Unit License to continue to rent-out the rental unit. It has been three years since your last inspection. Enclosed is a Rental Unit License Application which should be returned within 15 days of the date of this letter. Please include payment of **\$30 per unit** for the inspection and Licensing Fee with the returned Application.

This fee is valid for a three year License, with exceptions for things such as a change of ownership, valid tenant complaints related to inspection items, and so on (a copy of the Fee Resolution is available at the Borough office). Once your payment has been received, you will be scheduled for the initial unit inspection.

A general summary of the inspection checklist to be used under the program is included with this letter.

We are hopeful to incorporate this safety program in as convenient, practical and efficient manner as possible. We appreciate your cooperation and assistance. If you have any questions in the interim, please let us know. Thank you.

Sincerely,

J. Richard Fulcher
Manager

Enclosure