

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 License. Enclosed is a Rental Unit License Application which should be returned within 15 days of the date of this letter. Please include payment of **\$50 per unit** for the inspection/Licensing Fee with the returned Application.

This fee is valid for a three-year License, with exceptions for items 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. If you fail to show up for the scheduled appointment or neglect to inform the rental unit residents of the inspection, a \$20 cancelation fee will be charged to you per unit. A \$30 reinspection fee per apartment per reinspection will be charged due to non-compliance of the Rental Unit Licensing Checklist enclosed.

Failure to respond in a timely fashion may result in additional enforcement action and fines by the Borough.

If you have any questions in the interim, please let us know. Thank you.

Sincerely,

J. Richard Fulcher/psw

J. Richard Fulcher, Manager

Enclosure