

**WEST CONSHOHOCKEN BOROUGH
RESIDENTIAL RENTAL LICENSE APPLICATION**

Address of Dwelling: _____ Number of Units: _____

Name of Owner: _____ Telephone: _____

Address: _____

Cell Phone: _____ Email Address: _____

Borough Code requires that all rooming units, apartment units and single and multitenant dwelling units for rent supply the following information to aid in the assessment of proper licensing.

It is mandatory that all information on this form be completed before it is submitted to the Borough. An Earned Income Tax Form shall be executed by each tenant.

Special requirements are needed for application of a multitenant license. If any of the tenants are students, this property must comply with the Borough of West Conshohocken's Zoning Ordinance.

Tenant # 1	Tenant # 2	Tenant # 3
Name: _____	Name: _____	Name: _____
Phone/Cell Phone # _____	Phone/Cell Phone # _____	Phone/ Cell Phone # _____
Name & Address of Employer _____ _____	Name & Address of Employer _____ _____	Name & Address of Employer _____ _____

Rental Property Annual Fee Due January 1st of each year.

License Fee: Single Unit \$75.00. License Fee: Multitenant \$150.00 (4 or over non-related)

_____(Applicant's name (print)) verifies that the statements in this application are true and correct to the best of his/her knowledge, information and belief are made subject of 18 PA C.S.A. Section 4904 relating to unsworn falsification to authorities.

Date

Applicant's Signature

**EARNED INCOME TAX INFORMATION FOR RESIDENTS OF
THE BOROUGH OF WEST CONSHOHOCKEN**

In Pennsylvania, the General Assembly has empowered political subdivisions of the Commonwealth, at the local level, to levy, assess, and collect certain types of taxes for general revenue purposes. The authority for levying these non-realty taxes was granted to local school districts and municipalities in 1965 through the passage of the Local Tax Enabling Act (LTEA), commonly referred to as 'Act 511'. The rate of earned income tax for the Borough of West Conshohocken is one percent (1%) and is levied on gross wages and/or net profits from a business or profession.

Keystone Tax Bureau is the appointed earned income tax administrator for the Borough of West Conshohocken. As the appointed earned income tax administrator, Keystone Tax Bureau is charged with the duty of collecting the borough's taxes. This includes collecting the tax, establishing rules and regulations to fairly enforce such tax and creating accurate tax records and accounts for each taxpayer.

Below is an Earned Income Tax Registration Form. A completed Registration Form will fulfill your registration requirements under the Earned Income Tax rules and regulations adopted by the Borough of West Conshohocken. More importantly, this information will ensure that your tax dollars are sent to your home taxing jurisdiction. All residents should complete this form, regardless of employment status (unemployed, retired, college student, military personnel, or homemaker). If you have recently moved, please give your current and home address.

Most resident taxpayers will have this tax deducted by their employers. Although, if you work in a jurisdiction where it is not withheld, or you are self-employed, you will have to pay the tax directly to Keystone Tax Bureau. Your completed registration form will be forwarded to Keystone Tax Bureau, who will create an accurate tax account reflecting your correct reporting status and send you the necessary tax forms.

We appreciate your cooperation in completing the registration form. If you have any questions, you may contact Keystone Tax Bureau at 610-993-8609 or visit their website at www.keytaxbur.com.

The following is an excerpt from the Borough of West Conshohocken Ordinance No. 00-1 Added 4-11-2000. "Any resident, individual or other entity that makes application for a building permit or use and occupancy permit for any residential dwelling located within the Borough of West Conshohocken shall include in their application an earned income tax registration form."

**EARNED INCOME TAX REGISTRATION FORM
THE BOROUGH OF WEST CONSHOHOCKEN**

Your Name _____

Spouse's Name _____

Address _____

City _____ State _____ Zip _____

Date you moved to above address _____

Did you move here from another Pennsylvania location? Yes _____ No _____

If yes, please list previous address and resident school district _____

Your Employer _____

Spouse's Employer _____

Working Jurisdiction (Twp/Boro/City) _____

Working Jurisdiction (Twp/Boro/City) _____

Is the Earned Income Tax withheld from your pay? _____

From Spouse's Pay? _____

Are you self-employed? Yes _____ No _____

Spouse? Yes _____ No _____

If you have no earned income tax, please record the reason why: retire/homemaker/temporarily unemployed/disabled/student/minor (please state age)/other (please specify)

You _____

Spouse _____

Your Signature _____

Date _____