

# SCHEDULING FORM

Borough of Robesonia

75 South Brooke Street

Robesonia, PA 19551

610.693.3474

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 Borough of Robesonia.

## 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:

Registration fee		@ \$10.00/property	\$ _____
Inspection fee	# of units _____	@ \$60.00 for the first unit	\$ _____
		@ \$45.00 each add'l unit	\$ _____
		Total	\$ _____

**Please note: All required registration and inspection fees must be paid prior to scheduling any inspections**

If you have any questions, feel free to contact Kraft Code Services at 610.775.7185.