

\$60-

TOWNSHIP USE ONLY - PRIOR TO -

Rct. # \_\_\_\_\_

**TOWNSHIP OF BRISTOL**  
2501 BATH ROAD, BRISTOL, PA 19007



**RENTAL LICENSE APPLICATION  
AND CERTIFICATE OF APPROVAL**

APPLICATION DATE \_\_\_\_\_

RENTAL LOCATION \_\_\_\_\_ APT. # \_\_\_\_\_

OWNER \_\_\_\_\_

PHONE # \_\_\_\_\_

Above described premises comply with provisions of Township of Bristol Ordinance No. 372 as amended, and permission is hereby given to offer the same for rent.

TENANT(S) \_\_\_\_\_

UNIT READY DATE \_\_\_\_\_

MOVE-IN DATE \_\_\_\_\_

INSPECTOR \_\_\_\_\_

SIGNATURE

**Township of Bristol  
Building, Planning & Development**

*Business Establishment Information Form*

2501 Bath Road, Bristol, Pennsylvania 19007

Phone: 215-785-3680/Fax: 215-788-8541

BUSINESS NAME: \_\_\_\_\_ RENTAL PROPERTY \_\_\_\_\_

RENTAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_ PA \_\_\_\_\_  
City State Zip Code

OWNER'S NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_ City State Zip Code

**BILLING ADDRESS  
IF DIFFERENT FROM  
ABOVE:**

\_\_\_\_\_ City State Zip Code

.....  
**EMERGENCY CONTACT INFORMATION (PLACE IN PRIORITY ORDER)**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

X Your Name \_\_\_\_\_ X Spouse's Name \_\_\_\_\_  
 X Your Social Security No. \_\_\_\_\_ X Spouse's Social Security No. \_\_\_\_\_  
 X RENTAL Address \_\_\_\_\_ City \_\_\_\_\_ State PA Zip \_\_\_\_\_  
 X Telephone Number \_\_\_\_\_  
 X Taxing Jurisdiction \_\_\_\_\_ BRISTOL TOWNSHIP \_\_\_\_\_ BRISTOL TOWNSHIP  
 Municipality (Twp/Boro/City) School District  
 X How long have you lived at this address? \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (If less than 2 years, enter previous address below)

YOUR INFORMATION

SPOUSE'S INFORMATION

X Previous Address \_\_\_\_\_  
 X Employer's Name \_\_\_\_\_  
 X Working Jurisdiction (Twp/Boro/City) \_\_\_\_\_  
 X Is this Earned Income Tax withheld from your pay?  YES  NO  YES  NO  
 Are you Self-employed?  YES  NO  YES  NO  
 If you have no earned income, please record the reason why:  
 retired/homemaker/temporarily unemployed/disabled/student/minor (please state age)  
 other (please specify) \_\_\_\_\_

**TENANT INFORMATION**

*The information supplied on this form is deemed confidential under the applicable state laws and shall be used by the tax collector in accordance and conformity with those state laws.*

**QUESTIONS AND ANSWERS ABOUT THE EARNED INCOME TAX**

*Please keep this information with your tax records for future reference*

What Is The "Earned Income Tax"?

The earned income tax has been levied by your resident taxing jurisdiction (i.e., the township, borough or school district in which you live). Earned income is defined as salaries, wages, commissions, bonuses, incentive payments, fees, tips and/or other compensation for services rendered, whether in cash or property, and whether paid directly to you or through an agent. In addition, the net profits of a business are subject to a net profits tax. Net profits are defined as the net income from the operation of a business, profession, or other activity, except corporations, after deductions for all operating costs and expenses incurred in conducting said business.

What Income Is Specifically Exempt From The Earned Income Tax?

Income such as dividends, interest, income from trusts, bonds, insurance and stocks is exempt. Also exempt are payments for third party sick or disability benefits, old age benefits, retirement pay, pensions - including social security payments, public assistance or unemployment compensation payments made by any governmental agency, and any wages or compensation paid by the United States for active service in the armed forces of the United States including bonuses or additional compensation for such service.

If The Tax Is Withheld In Another Community Where I Work, Do I Also Pay The District In Which I Live?

No. The tax withheld by your employer will be remitted to your resident taxing jurisdiction. It is still required that our Questionnaire be answered by ALL residents.

If I Am Subject To The Philadelphia Wage Tax, Must I Also Pay This Tax?

No. If employed in Philadelphia, you may use the Philadelphia Wage Tax as a credit against your liability to your resident municipality, but the credit may not exceed the current tax rate for your local taxing jurisdiction. No refund or credit can be taken for any withholding greater than the current tax rate for your resident municipality.

Whose Earned Income Tax Will Be Withheld By Their Employer?

Any individual working in a jurisdiction that levies the tax on **residents and non-residents** will have the tax withheld by their employer. If you work in a jurisdiction that does NOT tax non-residents, your employer is only required to withhold for those individuals who live in that jurisdiction. Occasionally, employers located in a jurisdiction where the tax is not levied will volunteer to withhold if your resident jurisdiction levies the tax.

From Whom Will The Earned Income Tax Be Collected Directly?

The earned income tax will be collected directly from those who are: 1) self-employed; 2) salaried but self-employed in a side business; or 3) work in a municipality where the tax is not in place, or out of state. Those persons must file a declaration of the total of such estimated net profits or income, together with the total estimated tax due, with the Earned Income Tax Collector. Proper forms for reporting the quarterly payments will be sent to each person so liable.

Must All Taxpayers File A Final Return?

Yes. A Local Earned Income Tax Return must be filed annually by April 15th.

What If I Neither File A Return Nor Pay The Tax Due?

State law, as well as the local tax resolutions and/or ordinances, make it a summary criminal offense if a taxpayer fails to file a tax return as required. This subjects the taxpayer to a fine not to exceed \$500.00 per offense, plus the cost of prosecution. In default of payment of said fine and costs, the taxpayer may be imprisoned for a period not exceeding thirty (30) days per offense. In addition, distress sale, wage attachment and/or civil suit proceedings may be used to collect any unpaid tax found to be due, and penalties and interest may also be assessed.

Must I Return This Questionnaire If I Have Moved Or Do Not Work?

Yes. All residents must return a completed questionnaire. If you move within the tax year, you will receive a Local Earned Income Tax return in order to file for the period of time that you resided in a jurisdiction for which we are the tax administrator. If you have no earned income, we will update our records to reflect that information.

TOWNSHIP OF BRISTOL  
DEPARTMENT OF BUILDING, PLANNING & DEVELOPMENT  
2501 Bath Rd., Bristol, PA 19007  
215-785-3680, Fax 215-788-8541

RENTAL PROPERTY INSPECTION REQUIREMENTS

**\*\*TENANT IS NOT TO OCCUPY THE RESIDENCE OR MOVE IN ANY BELONGINGS  
PRIOR TO RENTAL INSPECTION\*\***

FINES IN THE AMOUNT OF \$200.00 FOR WORKING WITHOUT PERMITS, PLUS DOUBLE INSPECTION FEES WILL BE ASSESSED FOR OCCUPANCY WITHOUT APPROVAL.  
RESOLUTION NO. 2006-26.

**PROPERTY MUST BE COMPLETELY VACANT UNTIL INSPECTION IS COMPLETED AND CERTIFICATE OF OCCUPANCY IS APPROVED AND ISSUED.**

**INTERIOR OF HOUSE**

1. General condition to be clean, freshly painted and sanitary.
2. Smoke detectors working in each room, hall by bedrooms and every bedroom, except kitchen & bathroom.
3. Carbon monoxide detector required for all premises with a fossil fuel equipped heating system or attached garage. Detector to be placed in hall area by bedrooms.
4. Screens throughout on all openable windows.
5. No Insects.
6. Stairs railings must have same closure measurements as exterior railings.
7. No plumbing leaks.
8. ABC Fire Extinguisher with readable gage, must be mounted on wall or closet area by exterior exit, (**not under kitchen sink**).
9. Heater certification by registered contractor must be completed prior to inspection. Certification is not required for electric heat pumps.
10. Door Locks- if deadbolt, must be turn lock only, keyed from inside is not permitted.
11. Means of egress required in basement if used for sleeping purposes.
12. Dryer vents must be aluminum and vented to the exterior.
13. Electrical – GFCI outlets required for all kitchen counter areas, washer area where laundry sink is present. All other areas cannot have open ground wiring, if so outlet must be returned to a two (2) wire outlet or grounded.
14. Appliances must all be in working order. One (1) cooking appliance is required.

**EXTERIOR OF HOUSE**

1. Covered sewer/septic systems.
2. Sidewalk, driveways, apron, curbs, patio or porches must be free from trip hazards.
3. All rubbish & garbage must be removed.
4. Accessory structures & all of exterior to be in good condition - paint, siding, roof etc. with no unfinished exposed wood areas.
5. Doors & windows require screens.
6. Trash & recycling cans required, (1 green & 1 blue).
7. Street numbers, minimum of 4" (blocked number only) placed horizontally next to front door in contrast & visible from street.
8. Pools – permit required if 24" or higher and must have 4' fence with self-latching gate.
9. No junk vehicles on property, all must be running, registered, inspected and insured. Parking is only permitted on driveway or street & not on any grassy surfaces.
10. Chimney certification must be attached if fireplace exists and must be completed prior to inspection.
11. Secure handrails & guardrails. All exterior step or deck area exceeding 30" in height requires railing with closure for no passage of a sphere 4" or more in diameter.
12. All exterior property, garage and shed outlets must be GFCI.

**REVISED 7/27/16**