

# Manheim Borough

## CODES DEPARTMENT

15 East High Street, Manheim, PA 17545

Phone 717.665.2461 [dczeiner@manheimboro.org](mailto:dczeiner@manheimboro.org) Fax 717-665-7324

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8/8/17

Re: Property Managers

Dear Property Owner,

In an effort to support communication and the maintenance of your property, the Borough has implemented "Owner Responsibilities" in the Rental Ordinance. One of those requirements addresses property owners that live more than 30 miles from the municipal limits or those with Property Management Companies. Chapter 166 Article 1 s/s 166-3 E states:

"No rental permit shall be issued to any owner residing more than 30 miles from the municipal limits of the Borough unless the owner provides the Housing Officer with the name, mailing address and telephone number of **a manager residing or working within 30 miles** of the municipal limits of the Borough who is authorized to accept service of process on behalf of the owner. For the purpose of this subsection, a post office box is not acceptable for the manager's address. This designation shall not be valid unless signed by the owner and the manager designated to act on behalf of the owner. The owner shall notify the Housing Officer within 30 days of any change in manager".

This means that notices will be sent to your designated Property Manager holding them jointly responsible (with you) to address whatever the notice is about; a copy of the notice will also be sent to you. If necessary, citations will be issued to both the Property Manger and the Owner because ultimately as owner of record you are responsible for the property according to law.

Please submit the enclosed form **within 30 days**, signed by both your Property Manager and yourself; it is suggested that you retain a copy for your records. The form is restricted to and based upon Manheim Borough's Rental Property Ordinance and does not replace or void any contract you may have in place with your Property Management Company.

If you have any questions, or would like to discuss this further, please contact me using the information provided above. You may view the entire Rental Ordinance online at [www/manheimboro.org](http://www/manheimboro.org).

Sincerely,

*Donna Czeiner*

BCO, Codes Official for  
Manheim, Borough

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## The Duties of Owners and Managers of Residential Rental Units

Per Manheim Borough Code of Ordinances Chapter 166 Article 1 s/s 166-3

**A.** It shall be the duty of every Owner to:

**(1)** Keep and maintain all residential rental units in compliance with all applicable codes, ordinances and provisions of all applicable federal, state and local laws and regulations, including, but not limited to, the Manheim Borough Zoning Ordinance, Chapter **220**, Zoning, and the Property Maintenance Code, Chapter **100**, Construction Codes, Article **I**, Property Maintenance Code.

**(2)** Keep and maintain all premises in good and safe condition.

**(3)** Be aware of and act to eliminate disruptive conduct in all residential rental units.

**(4)** Employ policies to and actually manage the residential rental units under his/her control in compliance with the provisions of this article, Borough ordinances and applicable federal, state and local laws and regulations.

**(5)** Pay or ensure payment of all real estate taxes, sewer rates, and trash collection fees to ensure that such vital utilities are provided.

**(6)** Obtain and maintain a rental permit for each residential rental unit.

**(7)** Provide the Borough within 30 days of occupancy with the names, physical addresses and mailing addresses, if different, of all tenants of the residential rental unit and notify the Borough of changes in the occupancy of the residential rental unit within 30 days thereof.

**(8)** Provide trash and recyclable collection and disposal services and instruct tenants of the method of trash and recyclable collection (e.g., curbside or dumpster) and, if applicable, the day of week of trash and recyclable pickup.

**(9)** Provide each tenant with a disclosure statement containing the requirements of this article, including the provisions relating to disruptive conduct. Providing of a copy of this article to each tenant will satisfy this requirement.

**(10)** Take all actions necessary to ensure that each residential rental unit is occupied by only one family. For the purposes of this paragraph, a family shall be considered to be a "family" as that term is defined in the Manheim Borough Zoning Ordinance, see § **220-12C**.

**(11)** Require a written rental agreement for each residential rental unit, which shall include the names of all permitted occupants.

**(12)** Retain a manager when this article requires that a manager be designated.

**B.** If the owner has appointed a manager, the manager shall be jointly responsible to fulfill all of the obligations set forth in Subsection **A** of this section. No owner may relieve himself of the responsibility to perform the duties set forth in § **166-3A** by appointing a manager

**C.** It shall be unlawful for any person to conduct or operate or cause to be rented, either as owner or manager, any residential rental unit within the Borough without having a rental permit as required by this article.

**D.** It shall be the responsibility of every owner and every manager to display the rental permit in the residential rental unit.

**E.** No rental permit shall be issued to any owner residing more than 30 miles from the municipal limits of the Borough unless the owner provides the Housing Officer with the name, mailing address and

telephone number of a manager residing or working within 30 miles of the municipal limits of the Borough who is authorized to accept service of process on behalf of the owner. For the purpose of this subsection, a post office box is not acceptable for the manager's address. This designation shall not be valid unless signed by the owner and the manager designated to act on behalf of the owner. The owner shall notify the Housing Officer within 30 days of any change in manager

I have read and understand my responsibilities as described in the Manheim Borough Rental Ordinance.

**Please PRINT legibly...**

Property Address \_\_\_\_\_ Manheim,  
PA 17545

Owner Name \_\_\_\_\_ Phone  
\_\_\_\_\_

Property Management Company Name  
\_\_\_\_\_

\_\_\_\_\_ Phone  
\_\_\_\_\_

Address \_\_\_\_\_ Suite  
\_\_\_\_\_

City, State, Zip  
\_\_\_\_\_

Contact/Responsible Person  
\_\_\_\_\_

**Please SIGN Below...**

Property Owner \_\_\_\_\_ Date  
\_\_\_\_\_

Contact/Responsible Person \_\_\_\_\_ Date  
\_\_\_\_\_

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**Please Note - Owner & Property Management Company**

The form is restricted to and based upon Manheim Borough's Rental Property Ordinance and does not replace or void any contract in place between participants. You may view the entire Rental Ordinance online at [www.manheimboro.org](http://www.manheimboro.org) . Go to home page; click on Ordinances; click on General Codes; scroll down and click on Chapter 166 Rental Property. If you have any questions, or would like to discuss this further, please contact this office at 717-666-2468 ex 14.

