



Manheim Borough

15 East High Street Manheim, PA 17545
Phone 717-665-2461 dczeiner@manheimboro.org Fax 717-665-7324

ANNUAL RENTAL LICENSE APPLICATION

An application shall be filled out for each unit; if there are multiple units, we recommend that you fill out all common information, copy the form and then complete any information specific to that unit

PROPERTY ADDRESS _____ Application is for Which Unit _____
Management Company Form Enclosed _____ Y _____ N (For Office Use)

DWELLING TYPE _____ Single Family _____ 2 Unit _____ 3 Unit _____ Other (How many units)
Owner Occupied _____ Y _____ N Which Unit _____ No. of Off-Street Parking Spaces _____

_____ Rooming/Boarding House (How many rooms) Shared Bathroom _____ Y _____ N
Is cooking permitted in the room _____ Y _____ N Shared Kitchen _____ Y _____ N

OWNER(S) INFORMATION

Legal Name of Owner per your Deed _____
IF THIS IS A BUSINESS, CORPORATION; LTD; PARTNERSHIP; ETC. PROVIDE A DESIGNATED CONTACT PERSONS NAME BELOW

Designated Contact Person Name **REQUIRED** _____

IF YOU REQUIRE A PROPERTY MANAGER/DESIGNATED AGENT ALSO COMPLETE THE SECTION BELOW

Owner/Contact Mailing Address _____
Owner/Contact Phone No. _____ Cell No _____
Owner/Contact Email Address _____

PROPERTY MANAGEMENT INFORMATION

****If the property owner is not a resident of Manheim Borough or does not reside with-in a 30 mile radius of the Borough, the owner must designate, a person to serve as a Property Manager/Designated Agent. The Property Manager/Designated Agent must reside in the Borough or work on a daily basis with-in a 30 mile radius of the Borough. He/She shall be responsible for receiving all notices issued by the Borough pertaining to the rental property.**

Property Manager/Designated Agents Name _____
Property Management Company's Name _____
*Mailing Address _____
Phone No. _____ Cell No. _____
Email Address _____

*A P.O. BOX IS NOT AN ACCEPTABLE ADDRESS FOR ANY CONTACT INFORMATION

This Application is for the required annual Rental License under Administrative Legislation of Chapter 166, Rental Property, of the Manheim Borough Code of Ordinances. More information about the rental program can be found online at www.manheimboro.org. This annual license does not take the place of a Rental Permit; Rental Permits require an inspection once every three years **or** when a new tenant moves in after one year of the most currently issued permit date.

CURRENT TENANT INFORMATION

Unit #	Name	Adult - Child (up to 18 years) or Senior?	Occupancy Date Month & Year

Owner Signature _____ Date _____

Property Manager/Agent Signature _____ Date _____

Printed Name _____ Fee Due _____

The annual fee is \$55.00 per unit

By signing this application, I certify that all facts in the application and any accompanying documentation are true and correct. The application is being made to me to induce official action on the part of Manheim Borough and I understand that any false statements made herein are being made subject to the penalties of the 18 PA.C.S 4909 relating to unsworn falsification to authorities.

No Rental License shall be issued authorizing rental of any unit unless all municipal service fees are paid. All outstanding code violations must be corrected and compliance with the disruptive conduct provisions followed. Occupancy without a Rental License and Rental Permit is prohibited and may provoke legal action as noted in Chapter 166 s/s 166-10 in the Borough Code of Ordinances and/or prompt the revocation of an existing Rental Permit.

Questions or comments may be directed to the Code Official at 717-665-2461 Ext. 14.

Thank you for your participation in maintaining and improving the safety, health & welfare of the residents in Manheim Borough.