



Manheim Borough

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

ANNUAL RENTAL LICENSE APPLICATION

A separate application shall be filled out for each unit; if there are multiple units, it is recommended that you fill out all common information, copy the form and then complete any information specific to that unit. Additional forms may also be printed from online at www.manheimboro.org

PROPERTY ADDRESS _____ Application is for **Which Unit?** _____

DWELLING TYPE _____ Single Family _____ 2 Unit _____ 3 Unit _____ Other (How many units)

Owner Occupied _____ Y _____ N Which Unit _____ No. of Off-Street Parking Spaces _____

_____ Is This a Boarding House; please submit one application for each room

OWNER(S) INFORMATION

Legal Name of Owner _____

IF THIS IS A BUSINESS, CORPORATION; LTD; PARTNERSHIP; ETC. PROVIDE A DESIGNATED CONTACT PERSON

Owner/Contact Person _____

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

CONTACT INFORMATION

*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. A copy of the written contract signed by both property owner and property manager shall be submitted to this office. **The property manger 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.*

