



MANHEIM BOROUGH

15 EAST HIGH STREET
MANHEIM, PA 17545

November 7, 2016

To: Property Owners of Rental Units

Re: Obligations of Owners

Dear Rental Property Owner,

Please be advised that according to Chapter 166: Rental Properties, of the Borough's Code of Ordinances (available online at ManheimBoro.org), owners of properties with rental units are required to fulfill a number of obligations with respect to such properties. Of particular note is the requirement that every property owner "Obtain and maintain a rental permit for each residential rental unit." (166-3.A(6)) Section 166-3.C further states that "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."

Section 166-6: Issuance and Revocation of Rental Permit contains, among others, the following provisions with regard to denial and revocation of rental permits, stating that a permit will be revoked or denied...

If the owner does not pay the annual registration fee, is not current on real estate taxes, water and sewer fees or municipal service fees for the residential rental unit, does not correct a code violation within the time frame cited by the Housing Officer.

If you have a rental property for which a violation of the above section or any other applicable sections of the code exists, you will not be issued a rental permit in 2017. Therefore, if, for example, you are not current with the required municipal services fees, you will not be issued a rental permit in 2017.

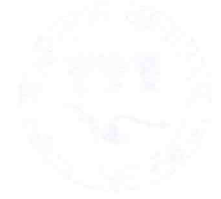
Without a rental permit, you will not be permitted to continue to rent out your rental unit(s).

Continuing to do so will be a violation of the code as stated above and as stated in Section 166-10 (It shall be a violation of this article to commit or to permit any other person to commit any of the following acts: *To lease, let or allow the occupancy of a residential rental unit without obtaining a rental permit where required by this article.*)

Section 166-10.B states, among other provisions, the following:

Penalties and remedies. 1. Allowing occupancy of a residential rental unit after the rental permit has been revoked: A fine of not less than \$500 per residential rental unit for each month the violation exists. Each month the violation exists constitutes a separate violation. 2. Failure to secure a rental permit. The owner or manager shall be sent a thirty-day notice of violation, warning him of his failure to comply with the terms of this article. ***If he does not comply at the end of 30 days, there shall be a fine of not less than \$500 per residential rental unit for each month the violation exists. Each month the violation exists constitutes a separate violation.***

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Therefore, it is imperative that if your municipal services fees are not current, or if you are in violation of any other provisions of the code, that these matters be corrected immediately. Otherwise you will not be able to obtain a rental permit, which will result in the loss of your ability to continue renting your property (ies) – and continuing to rent the properties without a permit may result in substantial penalties.

Additionally, Council has been considering publicly publishing rental property owners who are in violation of the Rental Property Code.

This notice is being sent you in advance of sending your annual rental permit application notice(s) so that you can have additional time to address any outstanding issues you may have with your rental property(ies), and to inform you that the Borough will be strictly enforcing the provisions of the Rental Properties ordinance.

For those who have been diligent in complying with the applicable codes and ordinances, and have kept all of their municipal fees and other charges current, we thank you for your contributions to making Manheim a great place to live and work. For those who have outstanding violations or past due municipal fees or other charges, we look forward to your anticipated cooperation which will be necessary to avoid the loss of your ability to rent out properties in the Borough and to avoid potentially costly penalties.

A handwritten signature in black ink, appearing to read 'James R. Fisher'.

James R. Fisher, PE
Manheim Borough Manager

cc: Attorney Daniel Becker, Borough Solicitor
Borough Council and Mayor
Borough Code Enforcement Officer