

**DUE BEFORE December 31, 2019**



**Manheim Borough**

Inspection Year 2

15 East High Street Manheim, PA 17545

Phone 717-665-2461 [dczeiner@manheimboro.org](mailto:dczeiner@manheimboro.org) Fax 717-665-7324

Trash & Recycling Fees Current \_\_\_\_\_

**2020 ANNUAL RENTAL OCCUPANCY PERMIT APPLICATION**

This application must be complete or it will be returned

**When this application is submitted, the Codes Official shall review it and if approved a Rental Occupancy Permit shall be mailed to the designated entity. A copy of the permit shall be displayed in the Unit for the year in which the Permit is approved for and will include contact numbers and guidelines for the tenant(s) to review.**

**An application shall be filled out & \$55 fee submitted 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](http://www.manheimboro.org)

**PROPERTY ADDRESS** \_\_\_\_\_ Application is for **Which Unit?** \_\_\_\_\_

**DWELLING TYPE** \_\_\_\_\_ Single Family \_\_\_\_\_ 2 Unit \_\_\_\_\_ 3 Unit \_\_\_\_\_ Other (How many units?)

IF Owner Occupied \_\_\_\_\_ Y \_\_\_\_\_ N Which Unit is rented? \_\_\_\_\_

➔ **Boarding House** \_\_\_\_\_ Which Room(s)? Please submit one application per 5 rooms

**COMPLETE OWNER(S) INFORMATION**

Legal Name of Owner \_\_\_\_\_

IF THIS IS A BUSINESS, LTD; PARTNERSHIP; LLC ETC. YOU **MUST** DESIGNATE A CONTACT PERSON AND THEIR INFORMATION. IF YOU REQUIRE OR CHOOSE TO USE A MANAGEMENT COMPANY OR DESIGNATE AN AGENT, COMPLETE THE INFORMATION UNDER "PROPERTY MANAGEMENT INFORMATION" AS WELL. ALL CORRESPONDANCE WILL BE SENT TO THE COMPANY AND/OR NAME PROVIDED.

Owner Contact Person \_\_\_\_\_

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 Manager/Contact Agent shall be responsible for all notices issued by the Borough pertaining to the rental property as well as the Property Owner. It will be your responsibility to communicate with your client.**

Management Co. & Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Email Address \_\_\_\_\_

OCCUPANTS ON THE LEASE <b>First / Last Name</b> * Note the adult who will be the responsible tenant for the unit. He/she must be on the lease and reside in the unit	OCCUPANTS NOT ON THE LEASE RESIDING IN THE UNIT Children up to 18 years shall just state "child"; if 18 or over please provide their full name	OCCUPANCY DATE Month & Year

Occupant names are required to be listed per s/s 166-7 (1) (d).

**If this is a Boarding House the names of tenants are not required due to the transient nature of the occupancy**

This Application is for the required annual *Rental Occupancy Permit* under s/s 166-8 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](http://www.manheimboro.org).

The annual Rental Occupancy Permit does not take the place of a Rental Inspection Certificate; the Certificate is issued after an inspection and compliance is met and only once every three years **or** when a new tenant moves in after one year of the inspection date **or** if the property changes ownership.

Please fill this form out completely; we update our records with the information you provide.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Email \_\_\_\_\_

Management Co./Agent Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Email \_\_\_\_\_

\* Property Managers, in lieu of having the Owners signature, you may provide a current signed copy of the agreement between the Owner and Management Company however your signature is still required on this document.

**By signing this application, I certify that all facts in the application and any accompanying documentation are true and correct and understand my responsibilities with regards to the Manheim Borough Rental Ordinance.**

**No Residential Rental Occupancy Permit shall be issued** authorizing rental of any unit unless all trash & recycling service fees are paid. All outstanding code violations must be corrected and in compliance with the disruptive conduct provisions. Occupancy without a current Rental Occupancy Permit and a current Residential Inspection Certificate is prohibited and may provoke legal action as noted in Chapter 166 s/s 166-15 in the Borough Code of Ordinances and/or prompt the revocation of an existing Rental Permit.

Landlords shall contact the Borough with new tenant information within 10 days of any change of occupancy. Forms are provided and available online at [www.manheimboro.org](http://www.manheimboro.org) and in the Borough office.

Borough hours are Monday through Thursday from 8 am until 4:30 pm and Friday from 8 am through 1:30 pm. Please contact the Codes Official with any questions or comments. Thank you for your cooperation.