

# Limited Lodging Annual Registration & Inspection Application

2021 Check No. \_\_\_\_\_ Received by: \_\_\_\_\_ Insp. Date: \_\_\_\_\_ Time: \_\_\_\_\_

**ANNUAL REGISTRATION FEE is \$60.00 ANNUAL INSPECTION FEE is \$55.00 per unit**  
**TOTAL DUE: \$115.00**

Limited Lodging Address \_\_\_\_\_

The following shall be filled in completely

Property Owner Name \_\_\_\_\_

Property Owner Address \_\_\_\_\_

24-hour Phone No. \_\_\_\_\_ Email \_\_\_\_\_

Fill out the manager information if applicable OR Not Applicable \_\_\_\_\_

Manager Name \_\_\_\_\_

Manager Address \_\_\_\_\_

24-hour Phone No. \_\_\_\_\_ Email \_\_\_\_\_

## **Please check one below**

**Limited Lodging Rooming Unit** \_\_\_\_\_

Typically, an approved bedroom(s) for rent within an owner-occupied dwelling where the stay is limited to less than 15 days of continued occupancy.

**Limited Lodging Apartment Rental Unit** \_\_\_\_\_

Typically, the use of a fully furnished apartment where the stay is limited to less than 15 days of continued occupancy and the owner does not live in the Unit.

**Preferred Inspection Date & Time:** \_\_\_\_\_

We will contact you to confirm or arrange a date and time

**Due before June 1st of the current year**

**The following shall be submitted annually along with the Application:**

1. A copy of the Lancaster County hotel room excise tax certificate
2. A copy of the current PA sales & use tax permit
3. A copy of property/liability insurance for the property for a minimum of \$1,000,000

**NEW Limited Lodging Applicants shall also provide:**

1. Written approval from the Manheim Area Water & Sewer Authority that confirms notification and compliance with any related water & sewer regulated requirements
2. A copy of the current recorded deed for the property establishing ownership

Permission is granted to the codes official to enter the property noted above in order to conduct an inspection to verify compliance with Borough Ordinance 667.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Manager Signature if applicable: \_\_\_\_\_ Date: \_\_\_\_\_