

The deadline to submit is BEFORE December 31, 2021

For Borough use only	
Date Rec'd:	_____
Check #	_____
Initials:	_____

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



2022 OCCUPANCY PERMIT

YEARLY RENTAL OCCUPANCY PERMIT APPLICATION

After a review and approval, 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.

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

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.

Owner Contact Person _____

Owner Contact Mailing Address _____

Owner Contact Phone No. _____ Other _____

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. * The Property Owner, Property Manager/Contact Agent are responsible for any notices issued by the Borough pertaining to the rental property. It is your responsibility to communicate with each other.

Management Co. & Contact Name _____

Address _____ Phone No. _____

Email Address _____

SEND Occupancy Permit to (choose one): _____ Owner _____ Management Company

<p style="text-align: center;">OCCUPANTS ON THE LEASE</p> <p>First / Last Name * Note the adult who will be the responsible tenant for the unit. He/she must be on the lease and reside in the unit</p>	<p style="text-align: center;">OTHER OCCUPANTS RESIDING IN THE UNIT</p> <p>Children up to 18 years shall just state "child"; if 18 or over please provide their full name</p>	<p style="text-align: center;">OCCUPANCY DATE</p> <p style="text-align: center;">Month & Year</p>

Adult 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 required to be submitted once a year to obtain a *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.

Please note: "The yearly 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** or it will be returned as incomplete; we keep our records current 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 outstanding code violations are 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 Occupancy Permit.

PLEASE NOTE that responsible parties shall contact the Borough with new tenant information within 10 days of any change of occupancy.

Borough office hours are Monday through Thursday from 8 am until 4:30 pm and Friday from 8 am through 1:30 pm. Please do not hesitate to contact the Codes Official with any questions or comments.