

Limited Lodging Annual Registration & Inspection Application

Check No. _____ Received by: _____ Insp. Date: _____ Time: _____

ANNUAL FEE PER UNIT: REGISTRATION: \$60.00, INSPECTION: \$55.00 TOTAL DUE: \$115.00

Limited Lodging Address _____ For Year 20____

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 March 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: _____