

For Official Use Only:	Rental Property Address: _____	Unit: _____	Acct#: _____
	Check#: _____	Date Rec'd: _____	



Manheim Borough
 60 W Colebrook Street, Manheim, PA 17545
 Phone: 717-665-2461; ext. 225/ Fax: 717-665-7324



RENTAL OCCUPANCY PERMIT APPLICATION

(Enter Year of Permit) _____

Submit one application and a fee of **\$65 per unit**. Additional forms may be printed from online at www.manheimboro.org or at the Borough Office.

Tenants are **not** permitted to fill out or submit this form. Tenants are not permitted to represent themselves, that is the duty of the owner, manager or agent.

COMPLETE OWNER(S) INFORMATION (All items listed are required)

Legal Name of Owner _____

If this is a business (LTD, Partnership, LLC, etc), you must designate a contact person and their contact information.

If you do not live within the immediate area and are unable to directly represent or manage your property, you are required to use a management company or designated agent. Complete the information "PROPERTY MANAGEMENT INFORMATION".

Owner or Contact Person (see above): _____

Owner Mailing Address: _____

Owner Physical Address (if different from mailing): _____

Owner Phone No: _____ Other: _____

Owner Email: _____ Print Name: _____

Signature: _____ Date: _____

PROPERTY MANAGEMENT OR AGENT INFORMATION

*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: _____

Print Name: _____ Date: _____

Management Co./Agent Signature (if applicable): _____

* If a property manager is applying for a permit, a signature is required. Please provide a current signed copy of the management agreement between the owner and management company.

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

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 ordinance can be found online at www.manheimboro.org.

Property address: _____ Unit: _____

Dwelling type: _____ (i.e. single family, multi-unit, boarding house)

Total number of units: _____

Are any units owner occupied? _____ If yes, which unit? _____ (Owner Occupied unit is excluded)

If a boarding house, which room(s)? _____ (ex: 1-5, 6-10, 11-15, 16-20- Please submit one application per every 5 rooms)

Occupants on the lease: (First / Last Name)	Other Occupants: (First / Last Name)	Occupancy date: (month & year)

s/s 166-7A.(1)(d)- Whether or not such residential rental unit is occupied and, if so occupied, the name of each occupant of the residential rental unit, specifying whether each such occupant is over 18 years of age. Submission of a copy of the lease agreement, if it includes all such information, shall be satisfactory.

Note:

1. If this is a Boarding House, the names of tenants are not required due to the transient nature of the occupancy.
2. The responsible parties shall contact the Borough with new tenant information within **10** days of any change of occupancy.
3. Please fill this form out completely (One per unit) or it will be returned as incomplete; we keep our records current with the information you provide.
4. No Residential Rental Occupancy Permit shall be issued authorizing rental of any unit unless all outstanding code violations are corrected and in compliance.
5. 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**.
6. After a review and approval, a **rental occupancy permit** shall be mailed to the designated entity and a copy of the permit must be displayed in the respective unit for the year in which the permit is approved.
7. 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.

SEND occupancy permit to (choose one): Owner: ☐ Management Company: ☐

Please do not hesitate to contact the Codes Official with any questions or comments.

Borough office hours: Monday - Thursday 8:00 to 4:30 & Friday 8:00 to 1:30