

**RENTAL APPLICATION MUST BE COMPLETED BY JANUARY 31, 2009**

BOROUGH OF SHIPPENSBURG

111 North Fayette Street, Shippensburg, Pennsylvania, 17257

- ORDINANCE 552 -

EXISTING STRUCTURES CODE

**APPLICATION FOR RENTAL OPERATING LICENSE OR RENEWAL OF EXISTING LICENSE**

Application Date \_\_\_\_\_ Permit Number/License # \_\_\_\_\_

Rental Property Location \_\_\_\_\_

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

Owner's Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

**ORDINANCE #99-716 SECTION (b) fees for rental units shall be \$45.00 per unit paid annually.**

**TYPES OF PERMIT:**

Fee: \$ \_\_\_\_\_

\_\_\_ Single Number of tenants \_\_\_\_\_

\_\_\_ Two-Family House or apartment number \_\_\_\_\_ number of tenants \_\_\_\_\_  
House or apartment number \_\_\_\_\_ number of tenants \_\_\_\_\_

\_\_\_ Multi-Family Number of Units \_\_\_\_\_

Apt. Number \_\_\_\_\_  
Number of tenants \_\_\_\_\_

Student Rental ? Yes \_\_\_ No \_\_\_

Begin rental as of (date) ? \_\_\_\_\_

\*\*\*\*\*  
**ORDINANCE NO. 677, Section (b) (2) registration fee of \$10 per room and \$100 per structure**

Fee \$ \_\_\_\_\_ Number of Rooms \_\_\_\_\_

\_\_\_\_\_ Hotel / Motel

Structure fee \$100.00 / structure \_\_\_\_\_  
Registration fee \$10.00 / room \_\_\_\_\_

\*\*\*\*\*  
**ORDINANCE NO. 99-713, Section II (b) (2) Fee \$ 5.00**

Care Facilities

Facility Name \_\_\_\_\_

Inspection report on file \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*  
DO YOU PROVIDE OFF STREET PARKING? - YES \_\_\_ NO \_\_\_ IF YES, HOW MANY SPACES \_\_\_\_\_

NAME OF LOCAL AGENT \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

LOCAL AGENT PHONE \_\_\_\_\_

(Business) (Home)

**ORDINANCE 552 REQUIRES THE DESIGNATION OF A LOCAL AGENT BY ANY PROPERTY OWNER(S) WHO RESIDE OUTSIDE OF A TEN (10) MILE RADIUS OF THE BOROUGH.**

**ES-1001.1--DESIGNATION OF LOCAL AGENT:** The owner(s) having a legal or equitable interest of any residential building or property that is used for rental purposes, not including single family owner occupied buildings, shall register for each such residential unit or property, a person or firm who shall serve as the local agent. Said local agent shall be legally responsible for operating said rental property in compliance with the provisions of the codes and ordinances of the Borough of Shippensburg and Commonwealth of Pennsylvania and shall be providing legal access to the premises for the purpose of conducting inspections necessary to assure compliance with said codes, ordinances and laws. In addition, said individual or firm shall be designated and authorized by the owners to accept legal process on behalf of said owner as it relates to said premises or property.

\_\_\_\_\_  
(Signature of Property Owner)