

RENTAL APPLICATION MUST BE COMPLETED BY JUNE 15, 2018

BOROUGH OF SHIPPENSBURG
P.O. Box 129, Shippensburg, Pennsylvania, 17257
- ORDINANCE 848 -

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 _____

(City)

(State)

(Zip Code)

Telephone No. _____

****ORDINANCE NO. 848 License fees for rental units shall be \$15.00 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 _____

Names of Tenants: _____

(attach additional sheet if necessary) _____

Student Rental ? Yes _____ No _____ Begin rental as of (date) ? _____

****Registration fee of \$10 per room****

_____ **Hotel / Motel** Number of Rooms _____

****Care Facilities** Fee \$ 5.00**

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

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)