

**RENTAL APPLICATION MUST BE COMPLETED BY JUNE 15, 2016**

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 \_\_\_\_\_

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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)