



1840 Municipal Drive, Lancaster PA 17601-4105
717.569.6406 Extension 6
e-mail: codecompliance@manheimtownship.org
website: www.manheimtownship.org

Renewal/Rental Housing License #

Due Dates: **April 1st**

Submission after April 1st is subject to
late fee of \$50.00

July 1st

Submission after July 1st shall result in the revocation of
Rental Housing License

RENTAL HOUSING LICENSE RENEWAL

"I hereby certify by signing this application that I am the owner and/or authorized agent of said property; and to the best of my knowledge, all provided information herein is complete, accurate and true. Failure to maintain a current and valid Rental Housing License shall result in formal legal action filed against the property owner. A Rental Housing License does not deem the rental dwelling habitable or code compliant. It is the property owner's responsibility to ensure that a valid, two-signature Certificate of Use and Occupancy exists for or has been issued for said property. The rental housing program does not result in or verify the existence of a valid Certificate of Use and Occupancy."

**Signature of Property Owner or Authorized Agent's
(License Applicant)**

Printed Name of Property Owner or Authorized Agent

Date

"The property owner and/or authorized agent acknowledge the obligation to provide a fit and habitable rental dwelling and hereby acknowledge that no life safety hazards (structural, fire, electrical, etc.) exist at the time of this application and that all life/safety equipment (smoke detectors, carbon monoxide detectors and fire extinguishers, etc.) for the rental dwelling is present and in proper operating condition."

Initials of Property Owner or Authorized Agent's _____ Date _____

Rental Property Address / Address Range for Multi-Unit Building: _____

Rental Property Building Name (if applicable): _____ **One Rental License per Multi-Unit Apartment Building**

Single Family Dwelling

Two-Family Dwelling

Townhouse Dwelling (3 or more side-by-side units)

Apartment / Number of Units: _____

Boarding House/Congregate Living Facility / Number of Units: _____

Property Owner

Name: _____

Work #: _____ ext. _____

Address: _____

Cell #: _____

City: _____ State: _____ Zip: _____

e-mail: _____

Responsible Local Agent

Name: _____

Work #: _____ ext. _____

Address: _____

Cell #: _____

City: _____ State: _____ Zip: _____

e-mail: _____

(If the property owner resides more than 25 miles from the property, a *Responsible Local Agent* who resides within 25 miles of the property and is at least 21 years old MUST be indicated on the attached **Responsible Local Agent Consent Form**. The signed consent of the *Responsible Local Agent* is required, or the Rental Housing License Application will be denied.)

Have there been any changes or alterations to the interior or exterior structural, mechanical, plumbing or electrical components of the building or any dwelling unit therein since the date of applying for a Rental Housing Permit or the last renewal. YES NO

If Yes, explain what has been done: _____

FOR OFFICE USE ONLY

CODE OFFICE USE ONLY Application Approved Application Denied Renewal Fee: _____ Inspection Fee: _____

Code Review By: _____ Code Approval Date: _____ Code Denial Date: _____

Building Code Classification: Single Family Dwelling Two-Family Dwelling Townhouse Dwelling Unit

R-2 Multi-Family (Apartment, Boarding, Congregate Living) R-3 Multi-Family (Boarding or Congregate <16 occupants)

Code Comments: _____