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RESPONSIBLE LOCAL AGENT INFORMATION & CONSENT FORM

All property owners who reside more than 25 miles from the rental property must designate a *Responsible Local Agent* who resides within 25 miles of the property and is at least 21 years old. Please provide the *Responsible Local Agent's* name, address, phone number(s) and email address for the rental property(ies) listed below. Please send the information to the Manheim Township Department of Code Compliance at the address listed above. **Please notify the code office within 3 calendar days regarding any change in responsible local agent info.**

"I hereby certify by signing this consent form that I am the Responsible Local Agent of said property; and to the best of my knowledge, all provided information herein is complete, accurate and true. The granting of a Rental Housing License authorizes Code Officers to enter premises to ensure that the health, safety and welfare of the occupants is not compromised. Failure to maintain a current and valid Rental Housing License shall result in formal legal action filed against the property owner."

Signature of Responsible Local Agent

Printed Name of Responsible Local Agent

Date

Rental Property Address: _____

Rental Property Building Name (if applicable) : _____ Rental Housing License (if issued) #: _____

Property Owner

Name: _____ Work #: _____ ext. _____
Address: _____ Cell #: _____
City: _____ St. _____ Zip: _____ e-mail: _____

Responsible Local Agent

Name: _____ Work #: _____ ext. _____
Address: _____ Cell #: _____
City: _____ St. _____ Zip: _____ e-mail: _____

The person-in-charge for your property will receive the notice of inspections, inspection reports, violation notices, warnings, fines, and other correspondence. **It will be the responsibility of the Responsible Local Agent to forward this information to the owner of the property.** This person must be present for the inspection to take place. Failure to show up for an inspection may result in a No-Show Fee of \$50.

Contact address. The contact address provided to Manheim Township must be a valid address for the receipt of United States mail and shall be checked by the owner or person-in- charge on a regular basis.

Telephone number. The telephone number provided to Manheim Township must be a valid telephone number capable of receiving and recording voice mail. This number is considered the emergency contact number for this individual. A response to a voice mail left on this number by a representative of Manheim Township shall be returned or responded to within 24 hours. A response to a voice mail left on this number by a tenant shall be returned or responded to within 24 hours.

Responsible Local Agent. All owners of residential rental property shall designate a Responsible Local Agent for each of their residential properties. The code official shall be notified as to who the Responsible Local Agent is and of any changes to information required by this code within 3 calendar days.

Maintenance. The Responsible Local Agent shall maintain all rental property under their control in compliance with the occupancy limits, as specified in the Zoning Ordinance of the Municipality. Further, the Responsible Local Agent shall notify the owner of rental property of all violations issued against said property by the code official.