

Year **2021** Rental License Application

**Daniel T. DIEHL CODES ENFORCEMENT OFFICER SOUTHAMPTON TOWNSHIP -
CUMBERLAND COUNTY, 200 AIRPORT ROAD, SHIPPENSBURG PA 17257**

717-532-9646 Ext 113 codesofficer@southamptontwp.com

Application Date: _____

APPLICATION FOR A NEW RENTAL LICENSE

APPLICATION FOR RENEWAL OF EXISTING LICENSE NUMBER
RENEWAL OF EXISTING LICENSE IS DUE NO LATER THAN FEBRUARY 1 EVERY YEAR

FEE DUE: Each Single-Family Unit is \$25.00; each additional single-family unit is also \$25.00. Duplex-Units, Multi-Units and Apartments are \$25.00 for the first unit plus an additional \$10.00 for each subsequent unit.

Rental Property Address: _____

Type of Rental: _____ SINGLE FAMILY _____ APARTMENT BUILDING **PARKING INFORMATION:**
_____ 2 UNIT DUPLEX _____ GARAGE SPACE
_____ 3+ MULTI UNIT _____ STREET SPACES

Single - Number of Adult Tenants _____ Number of Minor Children Tenants _____

Duplex - House or Apartment Number _____ No. Adults _____ No. Children _____
House or Apartment Number _____ No. Adults _____ No. Children _____

Multi - Number of Units _____
Apartment Number _____
Number of Adults _____
Number of Children _____

Rooming House, Dormitory, or Institutional: Number of Rooms _____ Number Tenants _____

OWNER: _____

IF THE OWNER IS A COMPANY OR PARTNERSHIP PROVIDE NAME OF RESPONSIBLE PERSON: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

DO YOU RESIDE WITHIN 40 MILES OF THE LOCATION OF THIS RENTAL PROPERT ____ YES ____ NO
(IF "NO" COMPLETE THE INFORMATION BELOW FOR YOUR LOCAL AGENT)

Rental Ordinance Section 5 Designation of Local Agent.

Every owner who is not a Full Time Resident of the Township, and/or who does not live within forty (40) miles of the location of the Residential Rental Unit, measured in a straight line from the rental unit to the bona fide residence of the applicant, shall designate a local agent who shall reside in an area that is within forty (40) miles of the location of the Residential Rental Unit, distance measured as above. If the owner is a corporation, a local agent shall be required if an officer of the corporation does not reside within the above reference area. The officer shall perform the same function as a local agent. If the owner is a partnership, a local agent shall be required if a partner does not reside within the above referenced area. Said partner shall perform the same function as a local agent. The local agent shall be the agent of the owner for service of process and receiving of notices and demands, as well as for performing the obligations of the owner under this Ordinance. The identity, address and telephone number (s) of a person who is designated as local agent hereunder shall be provided by the owner to the Township and the owner shall keep all such information current and updated as it changes.

LOCAL AGENT: _____

IF A COMPANY INDICATE NAME OF RESPONSIBLE PERSON: _____

ADDRESS: _____

24 HOUR PHONE NUMBER: _____ EMAIL: _____

DOES LOCAL AGENTS CONTACT PERSON RESIDE WITHIN 40 MILES OF THIS RENTAL PROPERTY?

_____ YES _____ NO

SIGNATURE OF OWNER-APPLICANT :

SIGNATURE OF LOCAL AGENT IF REQUIRED :