

2026 Rental License Application

RUSSELL DAVIDSON CODES ENFORCEMENT OFFICER SOUTHAMPTON
TOWNSHIP - CUMBERLAND COUNTY, 200 AIRPORT ROAD, SHIPPENSBURG PA
17257

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

Application Date: _____

☐ APPLICATION FOR A NEW RENTAL LICENSE:

☐ APPLICATION FOR RENEWAL OF EXISTING LICENSE:

**RENEWAL OF EXISTING LICENSE IS DUE NO LATER THAN FEBRUARY 1st
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 _____ 2 UNIT DUPLEX
_____ APARTMENT BUILDING _____ NUMBER OF UNITS

Southampton Township ordinance 2013-3 chapter 263 titled "Rental Property" Section
263-7 Subsection F (8) requires that rental property owners provide the township with
"Names and addresses of current adult tenants and the number of minor children who
reside in the dwelling unit". Applications will be considered incomplete and will not be
accepted without this required information.

NAMES OF ADULTS OVER THE AGE OF 18 YEARS RESIDING IN RENTAL UNIT:

NUMBER OF MINOR CHILDREN UNDER 18 RESIDING IN RENTAL UNIT: _____

OWNER: _____
ADDRESS: _____

PHONE: _____ EMAIL: _____

SIGNATURE OF OWNER-APPLICANT: _____

DO YOU RESIDE WITHIN 40 MILES OF THE LOCATION OF THIS RENTAL PROPERTY? YES ____ NO ____

(IF "NO" COMPLETE THE INFORMATION BELOW FOR YOUR LOCAL AGENT)

Rental Ordinance Section 263-8 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 LOCAL AGENT IF REQUIRED: _____