



Housing Declaration of Non-Rental

I, _____, affirm the below as follows:

(Property Owner Name)

1. I am the owner of the property located at:

(Location)

2. I respectfully submit, said property is:

- no longer a residential rental unit (new owner) in the process of being sold
- currently occupied by a family member vacant investment property under renovation

3. I acknowledge, and understand, that failure to comply with the requirements of Chapter 238-9 A may result in a citation of up to \$500.00 every month the violation exists and/or 90 days in jail (Chapter 238.11.B.2):

Chapter 238.9.A No person shall permit a rooming house, dormitory, hotel, multifamily dwelling (a building containing three or more dwelling units which is not a transient dwelling), transient dwelling or other residential rental property to be occupied unless he has first registered the residential rental property with the City and obtained a license. It shall be the duty of the owner, property manager or property management company to notify the City whenever any unit becomes occupied (<https://ecode360.com/33988897>).

Chapter 238.11.B.2 Failure to seek a license: The owner, property manager or property management company shall be sent a thirty-day notice of violation, warning him/her of his/her failure to comply with the terms of this article. If he/she does not comply at the end of 30 days, there shall be a fine of not less than \$500 per unit for each month the violation exists or a term of imprisonment not exceeding 90 days, or both. Each month the violation exists constitutes a separate violation (<https://ecode360.com/33988934#33988934>).

I declare, under penalty, that this information is, to the best of my knowledge, true, correct and complete.

Owner Name (Printed)

Owner (Signature)

Owner Street Address, City, State, Zip Code

Telephone Number

Please submit this **Declaration of Non-Rental** to:
City of Lancaster, PA.
120 N. Duke Street
PO Box 1599
Lancaster, PA 17608-1599

Zaritzia Burgos, Billing Clerk
Phone: (717) 291-4778 | Email: zburos@cityoflancasterpa.com