



**City of Lancaster, PA**  
**Application for Rental Property Registration**  
 Bureau of Property Maintenance & Housing Inspections  
 120 North Duke Street, Lancaster, PA 17602

<b>FOR OFFICIAL USE ONLY</b>	
Sector:	_____
Inspector:	_____
Clerk:	_____

*Please submit application, along with a check made payable to "City of Lancaster, PA" for all applicable fees, to:*  
**City of Lancaster, PA**- 120 N. Duke Street, PO Box 1599, Lancaster, PA 17608-1599  
**Housing:** Phone (717) 291-4778 | Fax (717) 291-4827

Rental Property address: \_\_\_\_\_  
 Does the owner live in this building? YES \_\_\_ NO \_\_\_

Property Owner Name: \_\_\_\_\_  
 Owner Physical Address: \_\_\_\_\_ (P.O. Box is not acceptable)  
 Property owner EMAIL Address: \_\_\_\_\_  
 Owner Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Management Company                      OR                       Responsible Agent

**See Reverse for definitions of Management Company and Responsible Agent. The Management Co or Responsible Agent MUST be in Lancaster County**

Management Company or Responsible Agent Name \_\_\_\_\_  
 Management Company or Responsible Agent Address \_\_\_\_\_

Management Company or Responsible Agent Email Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

**If owned by a Corporation or LLC - Please provide the name of the person responsible for accepting legal notices**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

**Please choose one of the following for which this rental registration is requested. (Check one only)**

(For detailed description of the below please see reverse side)

	<u>FEE</u>		<u>FEE</u>
<input type="checkbox"/> Single Rental Unit	\$50.00	<input type="checkbox"/> Rooming/Boarding	\$200.00
<input type="checkbox"/> Two Rental Unit	\$100.00	<input type="checkbox"/> House or Dormitory	
<input type="checkbox"/> Three or More Rental Units	\$200.00	<input type="checkbox"/> Transient Dwelling	\$200.00
		<input type="checkbox"/> TRANSFER FEE / UNIT	\$25.00/UNIT

**Total number of Residential Rental Units in the entire building** \_\_\_\_\_

**Total number of Occupied Residential Rental Units** \_\_\_\_\_

The applicant hereby certifies and agrees as follows: (1) I am the owner or the duly authorized Responsible Agent of the owner to make this application; (2) I have read all the information above and the same is correct; (3) The licenses, if issued, may be declared void should said information be false; (4) I will comply with the Property Maintenance Code and all other Codes of the City of Lancaster which are applicable hereto; (5) I agree to inspections by the Bureau of Code Compliance & Inspections and the Fire Bureau of the City of Lancaster to determine if the property is in compliance with applicable Codes of the City of Lancaster; (6) I will provide written notice to the Housing Inspectors Office within **10 days** of any change of ownership or in the agents listed above; (7) I certify that the property identified in this application is not subject to any deed restrictions prohibiting the property from being rented.

Owner or Management Company Signature \_\_\_\_\_

Date \_\_\_\_\_

Responsible Agent Signature (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

## IMPORTANT NUMBERS

Billing, Payment, Rental License Issuance & Information Updates- (717) 291-4778

Inspections of Property, Code Violation Complaints- (717) 291-4706

## DEFINITIONS

**Transfer fee:** A residential rental license may be transferred to the new owner at the time a property is sold. An application must be submitted with updated contact information of new owner. The transfer fee is \$25.00 per unit.

**Residential Rental Property:** Any parcel of real estate, including land and all buildings and appurtenant structures and dwellings there on that contains therein one or more Rental Units.

**Residential Rental Unit:** A rooming unit; or a dwelling let for rent; or a residential unit occupied by any persons other than are occupied solely by the Owner and members of the Owner's family. Each individual townhouse dwelling; each individual apartment unit; each individual unit in a two-family; each individual unit in a multi-family building; and each rooming unit; shall be considered a separate residential unit. A residential unit shall not include a hospital room utilized for medical services.

**Single Rental Unit:** A residential dwelling containing one rental unit.

**Two Rental Units:** A residential dwelling containing two rental units.

**Three or More Rental Units:** A residential dwelling unit containing three or more rental units.

**Rooming/Boarding House or Dormitory:** A building arranged or occupied for lodging, with or without meals. For compensations and not occupied as a one or two-family dwelling.

**Transient Dwelling:** A one-family, two-family or three or more family dwelling, which is not occupied exclusively by the owner thereof and each dwelling unit therein is not occupied pursuant to the terms of a written lease or is occupied pursuant to a written lease with a term of less than one month.

**Hotel:** A commercial lodging establishment that offers units for sleeping purposes to transient guests and which provides 24 hour service for receiving and assisting guests.

**Management Company:** A company or individual under contractual agreement with the property owner to act on behalf of the property owner, to receive correspondence, billing and legal notices, and to remediate on behalf of the property owner.

**Responsible Agent or Manager:** Any person or entity who or which aids in the rental property or who takes responsibility for the property, including Responsible Agents as defined by the City of Lancaster Ordinances.

**Designation of a Responsible Agent:** If the owner of a rental property is not a full-time resident of the County of Lancaster, then he or she is required to designate a person to serve as Responsible Agent who does reside within the County of Lancaster.

The local Responsible Agent designated by the owner will be responsible for operating the rental property in compliance with all provisions of the City of Lancaster Codes and Ordinances. The local Responsible Agent must be able to provide access to the property (including each rental unit and all common areas) as requested by the City of Lancaster Code Officials.

A Responsible Agent may be a family member, friend, or neighbor who resides in Lancaster County. Tenants, however, should not be designated as Responsible Agents.

If the owner is a corporation, a partnership, or a limited liability company, an officer, partner or member who resides in the County of Lancaster must be named to act as Responsible Agent and shall be identified as such on the Rental Registration Application for that property.

All standard correspondence, including billings, will continue to be sent to the deeded owner of the rental property. In the event that the City of Lancaster cannot contact the Property Owner or the Management Company, the Responsible Agent may be contacted in situations that require immediate resolution.

### **Helpful Hints on assigning a Responsible Agent:**

- √ Does the identified Responsible Agent know he/she has been designated as your agent?
- √ Does the identified Responsible Agent know his/her duties?
- √ Does the identified Responsible Agent have a key to all units and common areas?
- √ Does the identified Responsible Agent know the City of Lancaster has her/her information for ensuring Housing, Police, Fire have access to get into the property?
- √ Do you know the identified Responsible Agent will NOT receive standard correspondence and billings but may receive correspondence relating to a disruptive conduct and property code violations?