

SHIPPENSBURG TOWNSHIP

81 Walnut Bottom Road
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Shippensburg, PA 17257
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Angela Hockenberry
Zoning & Codes Enforcement Officer

RENTAL APPLICATION MUST BE COMPLETED BY MARCH 1ST OF EACH YEAR

Ordinance No. 2015-01
Rental License Ordinance

APPLICATION FOR RENTAL OPERATING LICENSE OR RENEWAL OF EXISTING LICENSE

License #
Expiration Date - March 1, 2022

Rental Property Address -
Property Owner and Address -

Phone Number -
E-Mail Address -
Cell Number -

Type of Permit: (Check One)

Fee: - _____ **Resolution 2020-08** - Fees for dwelling and rooming units shall be Twenty dollars (\$20.00) per unit or room regardless of the number of buildings, units, or rooms.

Single _____
Two-Family _____
Multi-Family _____ (Number of units _____)
Rooming House _____ (Number of rooms _____)

Tenants: How many and names

Do you provide off-street parking? Yes _____ No _____ **If yes, how many spaces?**

Ordinance 2015-01 Section 4.2- requires the designation of a local agent by any property owner(s) who resides outside of a fifteen-mile radius of the Township.

Section 4.2- Designation of Manager: Every owner who is not a full-time resident of the Township of Shippensburg, and/or who does not live within fifteen (15) miles of the boundaries of the Township, shall designate a manager who shall reside in an area that is within fifteen (15) miles from the Township. If the owner is a corporation, a manager shall be required if an officer of the corporation does not reside within the above referenced area. The officer shall perform the same function as a manager. If the owner is a partnership, a manager shall be required if a partner does not reside within the above referenced area. Said partner shall perform the same function as a manager. The manager 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 and under rental agreements with occupants. The identity, address, and phone number(s) of a person who is designated as manager hereunder shall be provided by the owner or manager to the Township and such information shall be kept current and updated as it changes.

Local Agent -
Agent Address -
Agent Phone Number -

A license will be issued after the application has been completed and appropriate fees have been paid. An inspection will be scheduled and a reinspection if necessary. The license will be good for one year from the 1st of March every year. A new application must be completed every year.

If this is no longer a rental unit, please give an explanation as to why.

Notice must be given within 30 days of a change of address Or phone number. Notice must also be given if there is any Change of information regarding rental property.

Signature of Property Owner(s) _____ **Date** _____
