

DEPARTMENT OF ADMINISTRATION
Notice: Effect May 2004

On April 14, 2004, members of Harrisburg City Council, unanimously approved Bill No. 5-2004, as amended, which clarifies and expands the definition of "Landlord".

Amended language defines landlords, residential and/or commercial, as doing business within the City. "Landlord" meaning, a person or entity who is in the business of leasing or renting out one or more dwelling units, or one or more commercial spaces(s). For the purpose of this Chapter, "Commercial" shall include all business uses, including but not limited to, manufacturing/industrial use, retail/wholesale use, office space and provision of services.

If a dwelling complex is occupied by the owner as his/her primary residence, the leasing of more than two dwelling units or one or more commercial space(s) within the complex shall mean that the owner is a landlord.

Gross income receipts derived from rent is exempt from the Business Privilege and Mercantile Tax, however, non rental receipts, i.e., management fees, vending income, maintenance income and all other income must be reported.

Enclosed is the Business Privilege License for 2004. We have made ever effort to identify all property owners who would fall under the guidelines as defined above.

If you feel the license is not applicable to you, please complete the back of the license and return to the address listed with as much explanation as possible. If applicable, return the completed license along with your \$40.00 license payment.

If you presently have a Business Privilege and Mercantile License, in order to be exempt from this license, your rental receipts must be part of the business which is presently licensed. Proof must be supplied.

A separate license is needed if one business entity charges rent to another business with the same owner(s).

Notification or payment must be made within 30 days of receipt of this notice. Failure to do so may result in legal action being filed against you.

Thank you.

Tax & Enforcement Office

**CITY OF HARRISBURG
APPLICATION FOR BUSINESS PRIVILEGE AND MERCANTILE LICENSE
FOR LANDLORDS (RESIDENTIAL AND/OR COMMERCIAL)**

MAIL TO: TAX AND ENFORCEMENT OFFICE
10 N. 2ND STREET, SUITE 305A
HARRISBURG, PA 17101

LICENSE AND FILING FEE \$40.00
DUE EVERY CALENDAR YEAR!!!!
CHECK OR MONEY ORDER ONLY
PAYABLE TO "CITY TREASURER"
DATE APPLIED _____

Application is hereby made for a Business Privilege and Mercantile License for the year(s) 20_____ as required by Chapter 5-715 of the Codified Ordinance for the City of Harrisburg as amended by the City Council of the City of Harrisburg stating that any Landlord who is in the business of leasing or renting out one or more dwelling units or one or more commercial space(s) shall be required to obtain a Business Privilege and Mercantile License.

1. Business name and address. If business is conducted under a corporate or fictitious name, please list name.
(print clearly)

Name

Address City State Zip

Mailing address, if different than above City State Zip

Telephone Number

IRS Id. Number (EIN Number)

2. Check whether business is: Incorporated _____ Partnership _____ Individual _____ Agent _____
3. Give the name(s) of the true owners of the said business, their legal residence (excluding post office boxes), social security number, date of Birth, and telephone number.

Name	Name	Name
Address	Address	Address
City, State, Zip	City, State, Zip	City, State, Zip
Social Security #	Social Security #	Social Security #
Date of Birth	Date of Birth	Date of Birth
Telephone No.	Telephone No.	Telephone No.

FURTHER INFORMATION APPEARING ON REVERSE SIDE MUST BE COMPLETED!!!!

4. Check the appropriate category: Residential _____ Commercial _____ Both _____

5. Number of Units: Residential _____ Commercial _____ Both _____

6. Address of units (use separate sheet if necessary):

7. Have you ever been issued a Business Privilege and Mercantile License with the City of Harrisburg before? Yes _____ no _____ If yes, give name the license was issued under _____

8. Fire legal liability and casualty insurance information:

Insurance Company's Name _____

Address _____

Policy Number _____ Effective Date _____

Expiration Date _____

9. Failure to provide the above information required for proper enforcement of the Business Privilege and Mercantile License, shall cause rejection of this application and shall require a new application and filling fee.

I VERIFY THAT THE STATEMENTS MADE HERIN ARE TURE AND CORRECT. I UNDERSTAND THAT FALSE STATEMENTS MADE HEREIN ARE SUBJECT TO THE PENALTIES OF 18PA.C.S.#4904 RELATING TO UNSWORN FALSIFICATION OF AUTHORITIES.

DATE

AUTHORIZED SIGNATURE

OFFICE USE ONLY!!!!

APPROVAL

OFFICE USE ONLY!!!!

I hereby certify that proper registration of the above-referred applicant has been established with the Tax and Enforcement Office.

DATE

TAX AND ENFORCEMENT ADMINISTRATOR

OWNER'S I.D. NUMBER _____

LICENSE NUMBER _____

REVISED 02/07/2008
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