



RESIDENTIAL RENTAL UNIT Application

Bureau of Codes
(717) 255-6553

Eric Papenfuse, Mayor
And
Harrisburg City Council

(Please do not alter application)

Section I: Building Information (IF MULTIPLE PROPERTIES, PLEASE USE ATTACHED SHEET)

Rental Unit/Building Address: _____ Parcel #: _____
 Facility Name/Designation: _____
 No. of Units Per Building: _____ How are units designated: _____

Section II: *REQUIRED Owner(s) Information (Owner refers to person(s) with legal title)

Type of Owner: Individual Sole Proprietorship Corporation Trust Other
 Owner's Name: _____
 Address: _____ City _____ State _____ Zip Code _____
 Business Telephone: _____ Home Telephone: _____
**** If owner is a partnership, corporation or trust, complete the following for one partner, officer or trustee:**
 Name and Title: _____
 Address: _____ City _____ State _____ Zip Code _____
 Business Telephone: _____ Home Telephone: _____

Section III: Complete only if owner uses the services of a managing agent.

***MANDATORY: If owner lives outside a 50-mile radius of the City of Harrisburg – NO P.O. BOX PERMITTED)**

Name of Operator or Contact Person: _____
 Address: _____ City _____ State _____ Zip Code _____
 Telephone: _____ Emergency Phone: _____

** OFFICIAL USE ONLY **

Tracking #: _____ Amount Received: \$ _____
 Parcel #: _____ Payment Type: Check/Money Order _____
 Issuing Agent: _____ Date: _____

** Fees for Rental Permits are as follows **

\$30.00 per single family dwelling
\$10.00 per unit in multi-family dwellings (above three units)

Signature of Applicant: _____ Date: _____

Submission of a false statement to a Public Official, pursuant to Section 4903 of 4904 of Title 18 of the Pennsylvania Crimes Code Constitutes a misdemeanor offense, punishable by a fine and/or imprisonment or both.

INSTRUCTIONS FOR COMPLETING THIS FORM ON REVERSE SIDE

INSTRUCTIONS

SECTION I: Complete this section by giving the address of the Rental/Leased unit or the address of the building that contains multiple units. Also, give the facility name, if applicable. This application must be completed in its entirety. List the number of units of the building and explain how the units are designated (e.g. Apt. A or B).

***For multiple rental properties you may list properties on the chart provided and indicate the total amount due at the bottom of the application. You may copy and add where additional properties are owned.*

SECTION II: In this section, begin by checking the area that applies to the owner, whether the owner is an individual, a sole proprietor, a partnership, a corporation, a trust, or other. List the owner(s) name, address, city, state and zip code. Also list the owner(s) telephone number – home, business, and cell phone.

SECTION III: Complete this section if the owner uses a managing agent and address (**NO P.O. BOX**) responsible for managing and maintenance of the facility. **If the owner lives outside a 50-mile radius of the City of Harrisburg, a local managing agent/firm MUST be designated.** This person/firm shall be responsible for receipt of notices and scheduling of inspections.

Sign and date the bottom of the form. Mail the form with your fee, listed on the form, to:

Bureau of Codes Administration
10 N. 2nd Street, Suite 205
Harrisburg, PA 17101

All checks or money orders are payable to the *City Treasurer*. **NO CASH WILL BE ACCEPTED AT THE COUNTER.**

PLEASE NOTE: This form should not be confused with the annual Business Privilege and Landlord license. This fee covers any and all inspections that will take place throughout the year. Contact our office if you have any questions

FEES FOR RENTAL REGISTRATION: (Due by **December 31st** of EACH YEAR)

\$30.00 per single family dwelling unit per parcel

\$10.00 per unit for multi-family (*more than three*) units per parcel (\$30.00 minimum)

HOW TO CALCULATE YOUR FEE(S):

Single family units = \$30.00 per unit \$ _____

Units per multi-family building = (5 of units) x \$10.00 = \$50.00 \$ _____

(First three units = \$30 + Two additional units = \$10 each)

Total amount due: \$ _____

Please note: each single family unit is \$30.00 each. Units per multi-family building, above three units, please add \$10.00 for each unit; the first three is \$30.00.

[A **unit** refers to separate living space within a multi-family unit designated as Apt. A or B.]

