



# RESIDENTIAL RENTAL UNIT REGISTRATION PROGRAM APPLICATION

Wanda R. D. Williams, Mayor  
And  
Harrisburg City Council

Bureau of Codes  
(717) 255-6553

## 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: \_\_\_\_\_ Mercantile License No. \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*\* 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: \_\_\_\_\_ Email: \_\_\_\_\_

## 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: \_\_\_\_\_ Email: \_\_\_\_\_

### **\*\* OFFICIAL USE ONLY \*\***

Tracking #: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_

Parcel #: \_\_\_\_\_ Payment Type: Check/Money Order \_\_\_\_\_

Issuing Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Fees for Rental Permits are as follows \*\***

**\$75.00** per single family dwelling and multiple dwelling units up to 3 units

**\$15.00** per unit in **multi-family** dwellings exceeding 3 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. An application must be filed out for each separate building. List the number of units per building, and explain how the units are designated. (example: 1, 2, 3, or A, B, C. etc.)  
\*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) phone numbers, business and home.
- SECTION III:** Complete this section if the owner uses a managing agent and address (No PO 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 to:

**Bureau of Codes Administration  
10 N 2<sup>nd</sup> St, 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 managed by the Mercantile Office, 717-255-6513.

**RESIDENTIAL RENTAL UNIT REGISTRATION APPLICATION IS DUE WITHIN 10 DAYS OF PURCHASE AND YEARLY BY DECEMBER 31<sup>ST</sup> FOR THE UPCOMING YEAR**

\$75.00 for a single-family dwelling or a multiple-family dwelling (up to 3 units) and an additional \$15.00 per unit exceeding 3.

### **HOW TO CALCULATE YOUR FEE(S)**

1 Property (Single Family Dwelling unit) = \$75.00 \_\_\_\_\_

1 Property with Multiple Dwelling units in the property (up to 3) = \$75

1 Property exceeding 3 units in the property \$75+ add \$15 for each additional unit after 3 (ex below)

**1 Property has 4 units= \$90 (\$75+\$15), 5 units = \$105 (\$75 + \$30), 6 units = \$120 and so forth**

LIST OF PROPERTIES/UNITS FOR (Name of Owner(s): \_\_\_\_\_)  
(Please list multiple properties on this form)

[illegible]

**TOTAL AMOUNT DUE:        \$**

**PLEASE NOTE:** Up to three (3) units = \$75.00. Anything above three units, please include an additional \$15.00 per unit.  
*Feel free to make additional copies*



# CITY OF HARRISBURG

## Department of Public Safety

Bureau of Codes Administration

*Police • Fire • Codes*

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Mayor Wanda R. D. Williams

Dear Landlord,

Pursuant to Ordinance 1-2017 all landlords who own property in the City of Harrisburg are required by law to participate in the new Residential Rental Permit Program. What follows are the requirements of the program:

1. All Fees indicated must be paid annually between October 31<sup>st</sup> and December 31<sup>st</sup>. These fees are to comply for the following year. A late fee of \$25 will be assessed for all payments submitted after December 31<sup>st</sup>.
2. All fees must be paid to allow a property or unit to be rented. \$75 for each single-family unit and if more than 3 units, add \$15 for each additional unit of a multi-unit dwelling. \$75.00 minimum.
3. A managing agent or owner must reside within 50 miles of the City of Harrisburg.
4. Any fees unpaid could subject the property or unit to be placarded as Unfit for Human Habitation.
5. All rental properties are subject to one (1) physical inspection every Five (5) years however such does not preclude the Bureau of Codes in responding to a tenant complaint or conditions that warrant an inspection.
6. All rental properties must be up to date on taxes and utilities to allow the property to be rented.
7. A \$40 fee will be assessed should a property fail a reinspection of a rental property or unit

(see reverse side)



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8. Any violation of the Residential Rental Unit Program that gives cause for the revocation of a rental permit must, upon correction of the violation, pay a \$100 permit reinstatement fee.
9. Should a Codes Enforcement Officer not be granted entry at the scheduled time of an inspection a \$175 fee will assessed.
10. All fees must be payable to City Treasurer and remitted to the MLK Government Center, Bureau of Codes, 10 N 2<sup>nd</sup> Street, Suite 205 Harrisburg, Pa 17101. For any questions please call the Bureau of Codes at 717-255-6553.

Thank you in advance for your anticipated cooperation.

Sincerely,

The Bureau of Codes