

You must submit this form if a unit previously was a Residential Rental Unit and is no longer being used as such. Definition of RESIDENTIAL RENTAL UNIT is a dwelling let for rent; or a residential unit occupied by any persons other than the owner or members of the owner's family. This form can also be used to inform the City if a property is vacant and is no longer a Residential Rental Unit.

DISCLAIMER: If this dwelling unit is again being utilized as a Residential Rental Unit, property owner must submit a New Rental Property License Application within 10 days. Add link to application.

I, \_\_\_\_\_ affirm the below as follows  
(Property Owner Name)

1. I am the owner of the property located at:

\_\_\_\_\_  
Location

2. I respectfully submit, said property is:

- no longer a residential rental unit (new owner)       currently occupied by a family member  
 vacant investment property under renovation

**Chapter 238.3 C 1** *Allowing* occupancy of a residential rental unit without a valid residential rental license, (including but not limited to relinquishment of license due to a failure to apply, a failure to pay the rental license fee, or following the revocation of a license), will be subject to a fine of \$500 per residential rental unit for each month the violation exists, a term of imprisonment not exceeding 90 days, or both. Each month the violation exists constitutes a separate violation. Notwithstanding the foregoing, no fines shall be imposed for any period during which the residential rental unit is vacant and the owner or property manager, is taking action to correct the violations.

**Chapter 238.3 C 2** Whoever violates any other provisions of this article shall be subject to a fine of not more than \$1,000 or a term of imprisonment not exceeding 90 days, or both. Each month that a violation exists constitutes a separate violation.

I acknowledge, and understand, that failure to comply with the requirements of **Chapter 238.7** may result in a citation of up to \$500.00 every month the violation exists and/or 90 days in jail (Chapter 238.C.1) and/or license revocation or a citation of up to \$1000.00 every month the violation exists and/or 90 days in jail and/or license revocation.

**I declare under penalty that this information is, to the best of my knowledge, true, correct and complete.**

\_\_\_\_\_  
Owner Name (Printed)

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Street Address, City, State, Zip Code

\_\_\_\_\_  
Telephone Number

Please submit this **Declaration of Non-Rental** to:

City of Lancaster, PA  
Bureau Of Property Maintenance & Housing Inspections  
Attention: Billing Clerk  
120 N. Duke Street  
PO Box 1599  
Lancaster, PA 17608-1599  
Phone: (717) 291-4778 | Email: [PMHI@cityoflanasterpa.gov](mailto:PMHI@cityoflanasterpa.gov)