



Bureau Of Property Maintenance & Housing Inspections
Residential Rental License Application

You must submit this form prior to occupancy of Dwelling Unit as a Residential Rental Unit. If any information listed on this application changes, you must inform the City of the change within 10 days.

RENTAL PROPERTY LOCATION			
Address:			
OWNERSHIP			
Deeded Owner One:		Deeded Owner Two:	
Address Owner One (PO Box Not Acceptable):	City:	State:	Zip:
Address Owner Two (PO Box Not Acceptable):	City:	State:	Zip:
Owner One Email:	Mobile Phone:	Work Phone:	
Owner Two Email:	Mobile Phone:	Work Phone:	
RESPONSIBLE AGENT			
If residing <u>outside</u> the County of Lancaster or owned by a corporation or LLC - Please provide the name of the person responsible for accepting legal notices.			
Name:			
Address (PO Box Not Acceptable):	City:	State:	Zip:
Email:	Mobile Phone:	Work Phone:	
PROPERTY MANAGEMENT COMPANY			
Property Management Company:		Property Manager:	
Address (PO Box Not Acceptable):	City:	State:	Zip:
Email:	Mobile Phone:	Work Phone:	
LICENSE FEES BY DWELLING TYPE			
Residential Rental Property - (1) One - (6) Six Units - Initial License Fee - (License, Initial Inspection, & First Reinspection)		\$250.00 per Unit	
Total # of residential rental units in building: _____	Total # of occupied residential rental units: _____	Total Fee: _____	
Residential Rental Property - (7) Seven + Units - Initial License Fee - (License, Initial Inspection, & First Reinspection)		\$1750.00 Maximum	
Total # of residential rental units in building: _____	Total # of occupied residential rental units: _____	Total Fee: _____	
Short-Term Rentals Initial License Fee (License, Initial Inspection, & First Reinspection)		\$250.00 per Unit	
Total # of residential rental units in building: _____	Total # of occupied residential rental units: _____	Total Fee: _____	
Transfer of Rental License	Updated rental license application must be submitted within 10 days of sale.	\$200.00 Per Unit	
PAYMENT OPTIONS			
In Person: 120 N. Duke Street, Lancaster, PA 17602 (Monday – Friday 8:00 AM to 4:00 PM)			
Mail to: Attn: Billing Clerk, City of Lancaster PA, P.O. Box 1599, Lancaster, PA 17608-1599			
<i>Please submit completed application, along with a check made payable to "City of Lancaster, PA", for all applicable fees.</i>			

The applicant hereby certifies and agrees as follows: (1) I am the Owner or the duly authorized Responsible Agent of the owner to make this application (2) I have read all the information and the same is correct (3) The licenses, if issued, may be declared void should said information be false (4) I will comply with the Property Maintenance Code and all other Codes of the City of Lancaster which are applicable hereto (5) I agree to inspections by the Bureau of Property Maintenance & Housing Inspections of the City of Lancaster to determine if the property is in compliance with applicable Codes of the City of Lancaster (6) I will provide written notice to the Bureau of Property Maintenance & Housing Inspections within 10 days of any change of ownership or in the agents listed above (7) I certify that the property identified in this application is not subject to any deed restrictions from being rented.

Signature of Property Owner (1)	Date	Signature of Property Owner (2)	Date
Signature of Responsible Agent	Date		

FOR OFFICE USE ONLY					
Parcel Number:		Number of Units:		Number of Rental Units:	
Designation of Property Manager Form		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Designation of Responsible Agent Form	
Lead Safe Certification		YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Sector:	Inspector Clerk:	Date Received:		Initial Inspection Date Scheduled:	
Reviewed By:		Application Approved <input type="checkbox"/>		Application Denied <input type="checkbox"/>	
				License Number:	

Important Residential Rental License Information

Chapter 238 Rental Property; Adopted by the City Council of the City of Lancaster as indicated in article histories (<https://ecode360.com/11460830>)

Before a rental license shall be issued, the deeded owner shall:

- Obtain and maintain a license for each unit. All such licenses shall be prominently displayed at the unit for which they are issued. <https://ecode360.com/33988866#33988835>
- Submit a signed **Designation of Responsible Agent** Form within 10 days of signed form if the owner resides outside of Lancaster <https://ecode360.com/33988859#33988859>
- Submit a **Designation of Property Manager** Form or a copy of the signed contract authorizing the property manager to manage residential rental units under their <https://ecode360.com/33988859#33988859> ownership within 10 days of signed contract.
- Pay or ensure payment of all real estate taxes, sewer rates, water rates, and trash collection fees to ensure that such vital utilities are provided. <https://ecode360.com/33988841#33988841>
- Allow the Code Enforcement Official to inspect the unit <https://ecode360.com/33988907>

Definitions

PROPERTY MANAGER - An individual certified or licensed by the Commonwealth of Pennsylvania to manage residential rental property, or who takes responsibility for the care, maintenance, tenant management and supervision of the residential rental property under contract with the owner, including receiving notices, citations or other mail from the City on behalf of the owner.

RESIDENTIAL RENTAL OCCUPANCY LICENSE - A document issued annually by the Bureau of Code Enforcement of the City of Lancaster to the owner, responsible agent, property manager or property management company of a residential rental unit certifying the unit as licensed for being rented. Such license is required for lawful rental and occupancy of residential rental units, unless a Code Enforcement Officer certifies that violations of the applicable codes are being corrected or that it is a Registered Rental Unit awaiting inspection. Whenever the word "license" is used herein, it shall mean "residential rental occupancy license" as defined by this definition.

RESIDENTIAL RENTAL PROPERTY - Any parcel of real estate, including land and all buildings and appurtenant structures and dwellings thereon that contain therein one or more residential rental units.

RESIDENTIAL RENTAL UNIT - A rooming unit; or a dwelling let for rent; or a residential unit occupied by any persons other than are occupied solely by the owner and members of the owner's family. Each individual townhouse dwelling, each individual apartment unit, each individual unit in a multifamily building, each individual unit in a two-family dwelling, and each rooming unit shall be considered a separate residential rental unit. A residential rental unit shall not include a hospital room utilized for medical services.

RESPONSIBLE AGENT - Any person or entity that serves as the principal contact for an owner that does not reside within the City or County of Lancaster, Pennsylvania.

ROOMING UNIT - A portion of a dwelling unit, including any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking purposes. Granting of permission to use shared or common cooking facilities may be associated with the leasing of a rooming unit.

SHORT TERM RENTAL - A fully furnished single-family dwelling that is rented on a short-term basis by written contract to registered guests visiting the Lancaster area and that is not occupied by an owner or manager. Guests have use of the facilities as provided for in any contract or agreement with the owner or management company, and no services, such as meals or house cleaning are provided to the guests.

Important Contact Information

- **Rental License Issuance, Billing, Payment, & Information Updates** - (717) 291-4778/ PMHI@cityoflanasterpa.gov
- **Inspections of Property Violations and Complaints** - (717) 291-4706/PMHI@cityoflanasterpa.gov

Attention: PMHI Billing Clerk

120 N. Duke Street

PO Box 1599

Lancaster, PA 17608-1599

Phone: (717) 291-4778 | Email: PMHI@cityoflanasterpa.gov