



Bureau Of Property Maintenance & Housing Inspections
Designation Of Responsible Agent

You must designate a Responsible Agent and submit this form if you are an owner of a rental property residing outside of Lancaster County.

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.

Rental Location
Address:

Owner
Owner Name:
Owner Address:
Email: Mobile Phone: Work Phone:

Responsible Agent
Name:
Address (PO Box Not Acceptable):
Email: Mobile Phone: Work Phone:

Please submit this completed form to provide updated critical contact information necessary for emergencies, code issues, or other problems at your rental location.

§ 238-2 C Designation of Responsible Agent (https://ecode360.com/33988853)

- (1) If the owner of a property is not a full-time resident of the County of Lancaster, then the owner shall designate a person to serve as the responsible agent who does reside within the County of Lancaster.
(2) No license shall be issued to any owner, property manager, or property management company for a unit unless such owner, property manager, or property management company provides the Code Official with the name, address and daytime telephone number of a designated responsible agent...
(3) A responsible agent must be authorized to receive notices and communications necessary or deemed to be appropriate under the terms of the codes of the City of Lancaster on behalf of the owner; provided, however, that nothing contained herein shall affect the right of the City of Lancaster to submit notices and communications directly to the owner, rather than to the responsible agent.
(4) The owner, with the approval of the responsible agent, may choose to designate the responsible agent to also receive service of original process regarding notices of violation and citations.
(5) The designation of responsible agent shall not be valid unless signed by both the owner and the responsible agent.
(6) Any owner to whom a license has been issued or any owner of property who subsequently changes her/his place of residence or who changes the designation of a responsible agent shall notify, in writing, the Bureau of Code Enforcement within 10 days after such change.

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

Owner Name (Printed) Owner (Signature) Date

Responsible Agent (Printed) Responsible Agent (Signature) DatePlease submit this

Designation of Responsible Agent to:

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