

Year 2018 Rental License Application  
**JERRY L. SWOPE – ZONING/CODES ENFORCEMENT OFFICER SOUTHAMPTON**  
**TOWNSHIP - CUMBERLAND COUNTY, 200 AIRPORT ROAD, SHIPPENSBURG PA 17257**  
**717-532-2204 [jswope@southamptontwp.com](mailto:jswope@southamptontwp.com)**

Application Date: \_\_\_\_\_

**APPLICATION FOR A NEW RENTAL LICENSE**

**APPLICATION FOR RENEWAL OF EXISTING LICENSE NUMBER**

**RENEWAL OF EXISTING LICENSE IS DUE NO LATER THAN FEBRUARY 1 EVERY YEAR EXTENDED TO 3/1/16**

**FEE DUE:** \$25.00 Single Family Unit Plus \$10.00 each additional unit

Rental Property Address: \_\_\_\_\_

Type of Rental: \_\_\_\_\_ SINGLE FAMILY \_\_\_\_\_ APARTMENT BUILDING **PARKING INFORMATION:**  
\_\_\_\_\_ 2 UNIT DUPLEX **GARAGE SPACE**  
\_\_\_\_\_ 3+ MULTI UNIT **OFF STREET SPACES**

Single - Number of Adult Tenants \_\_\_\_\_ Number of Minor Children Tenants \_\_\_\_\_

Duplex - House or Apartment Number \_\_\_\_\_ No. Adults \_\_\_\_\_ No. Children \_\_\_\_\_  
House or Apartment Number \_\_\_\_\_ No. Adults \_\_\_\_\_ No. Children \_\_\_\_\_

Multi - Number of Units \_\_\_\_\_  
Apartment Number \_\_\_\_\_  
Number of Adults \_\_\_\_\_  
Number of Children \_\_\_\_\_

Rooming House, Dormitory, or Institutional: Number of Rooms \_\_\_\_\_ Number Tenants \_\_\_\_\_

OWNER: \_\_\_\_\_

IF THE OWNER IS A COMPANY OR PARTNERSHIP PROVIDE NAME OF RESPONSIBLE PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DO YOU RESIDE WITHIN 40 MILES OF THE LOCATION OF THIS RENTAL PROPERTY? \_\_\_\_\_ YES NO  
**(IF "NO" COMPLETE THE INFORMATION BELOW FOR YOUR LOCAL AGENT)**

**Rental Ordinance Section 5 Designation of Local Agent.**

Every owner who is not a Full Time Resident of the Township, and/or who does not live within forty (40) miles of the location of the Residential Rental Unit, measured in a straight line from the rental unit to the bona fide residence of the applicant, shall designate a local agent who shall reside in an area that is within forty (40) miles of the location of the Residential Rental Unit, distance measured as above. If the owner is a corporation, a local agent shall be required if an officer of the corporation does not reside within the above reference area. The officer shall perform the same function as a local agent. If the owner is a partnership, a local agent shall be required if a partner does not reside within the above referenced area. Said partner shall perform the same function as a local agent. The local agent shall be the agent of the owner for service of process and receiving of notices and demands, as well as for performing the obligations of the owner under this Ordinance. The identity, address and telephone number (s) of a person who is designated as local agent hereunder shall be provided by the owner to the Township and the owner shall keep all such information current and updated as it changes.

LOCAL AGENT: \_\_\_\_\_

IF A COMPANY INDICATE NAME OF RESPONSIBLE PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

24 HOUR PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DOES LOCAL AGENTS CONTACT PERSON RESIDE WITHIN 40 MILES OF THIS RENTAL PROPERTY? \_\_\_\_\_ YES \_\_\_NO

SIGNATURE OF OWNER-APPLICANT :

SIGNATURE OF LOCAL AGENT IF REQUIRED :