# Year **2017** 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**

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
_____2 UNIT DUPLEX
_____3+ MULTI UNIT

PARKING INFORMATION:
GARAGE SPACE
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

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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: