



Borough of Wormleysburg
Application for Rental Property Registration
 20 Market Street Wormleysburg, PA 17043

Please submit application, along with a check made payable to "Wormleysburg Borough" for all applicable fees, to:
Wormleysburg Borough – 20 Market Street, Wormleysburg, PA 17043-1699
Office: Phone (717) 763-4483

Rental Property Address: _____
 Does the owner live in this building? Yes No
 Property Owner Name: _____
 Owner Physical Address: _____ Owner Mailing Address: _____
 (PO Box is **not** acceptable) _____
 Property Owner Email Address: _____
 Phone: _____ Cell: _____

Management Company OR Responsible Agent
 See Reverse for definition of Management Company and Responsible Agent. The Management Co or Responsible Agent
MUST be located within 35 miles of the Borough of Wormleysburg

Management Company or Responsible Agent Name: _____
 Management Company or Responsible Agent Address: _____

 Management Company or Responsible Agent Email: _____
 Phone: _____ Cell: _____

If owned by a Corporation or LLC – Please provide the name of the person responsible for accepting legal notices

Name: _____
 Mailing Address: _____

 Phone: _____ Cell: _____

Please choose one of the following for which this rental registration is requested. (Check one only)
(A separate rental registration MUST be completed for each rental property if more than one property is owned)

- | | <u>FEE</u> | | <u>FEE</u> |
|---|------------|---|--------------|
| <input type="checkbox"/> Single Rental Unit | \$10 | <input type="checkbox"/> Rooming / Boarding | \$10/bedroom |
| <input type="checkbox"/> Two Rental Units | \$10/unit | House or Dormitory | |
| <input type="checkbox"/> Three or More Rental Units | \$10/unit | <input type="checkbox"/> Transient Dwelling | \$10/bedroom |

Total number of Residential Rental Units in the building: _____

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 above 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 2015 International Property Maintenance Code (IPMC) and all other Codes of the Borough of Wormleysburg which are applicable hereto; (5) I agree inspections by the Borough of Wormleysburg Code Compliance & Inspections to determine if the property is in compliance with applicable Codes of the Borough of Wormleysburg and 2015 IPMC; (6) I will provide written notice to the Borough of Wormleysburg within **10 days** of any change of ownership or in the agents listed above; (7) I certify the property identified in the application is not subject to any deed restrictions prohibiting the property from being rented.

Owner or Management Company Signature: _____ Date: _____
 Responsible Agent Signature (if applicable): _____ Date: _____

IMPORTANT NUMBERS

Billing, Payment, Rental License Issuance & Information Updates- (717) 763-4483

Inspections of Property, Code Violation Complaints- (717) 763-4483

DEFINITIONS

Residential Rental Property: Any parcel of real estate, including land and all buildings and appurtenant structures and dwellings there on that contains therein one or more 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 two-family; each individual unit in a multi-family building; and each rooming unit; shall be considered a separate residential unit. A residential unit shall not include a hospital room utilized for medical services.

Single Rental Unit: A residential dwelling containing one rental unit.

Two Rental Units: A residential dwelling containing two rental units.

Three or More Rental Units: A residential dwelling unit containing three or more rental units.

Rooming/Boarding House or Dormitory: A building arranged or occupied for lodging, with or without meals. For compensations and not occupied as a one or two-family dwelling.

Transient Dwelling: A one-family, two-family or three or more family dwelling, which is not occupied exclusively by the owner thereof and each dwelling unit therein is not occupied pursuant to the terms of a written lease or is occupied pursuant to a written lease with a term of less than one month.

Management Company: A company or individual under contractual agreement with the property owner to act on behalf of the property owner, to receive correspondence, billing and legal notices, and to remediate on behalf of the property owner.

Responsible Agent or Manager: Any person or entity who or which aids in the rental property or who takes responsibility for the property.

Designation of a Responsible Agent: If the owner of a rental does not reside within 35 miles of the Borough, then he or she is required to designate a person to serve as Responsible Agent who does reside within 35 miles of the Borough.

The local Responsible Agent designated by the owner will be responsible for operating the rental property in compliance with all provisions of the Borough of Wormleysburg Codes and Ordinances and 2015 IPMC. The local Responsible Agent must be able to provide access to the property (including each rental unit and all common areas) as requested by the Borough of Wormleysburg Code Officials.

A Responsible Agent may be a family member, friend, or neighbor who resides within 35 miles. Tenants, however, should not be designated as Responsible Agents.

If the owner is a corporation, a partnership, or a limited liability company, an officer, partner or member who resides within 35 miles of the Borough must be named to act as Responsible Agent and shall be identified as such on the Rental Registration Application for that property.

All standard correspondence, including billings, will continue to be sent to the deeded owner of the rental property or designated Management Company. In the event that the Borough of Wormleysburg cannot contact the Property Owner or the Management Company, the Responsible Agent may be contacted in situations that require immediate resolution.

Helpful Hints on assigning a Responsible Agent:

- ✓ Does the identified Responsible Agent know he/she has been designated as your agent?
- ✓ Does the identified Responsible Agent know his/her duties?
- ✓ Does the identified Responsible Agent have a key to all units and common areas?
- ✓ Does the identified Responsible Agent know the Wormleysburg Borough has his/her information for ensuring Housing, Police, Fire have access to get into the property?
- ✓ Do you know the identified Responsible Agent will NOT receive standard correspondence and billings but may receive correspondence relating to a disruptive conduct and property code violations?