



Borough of Gettysburg

APPLICATION FOR REGULATED RENTAL UNIT OCCUPANCY LICENSE

ANNUAL LICENSE FEE- \$40.00 per Unit

Required by Section 4-300 of the *Gettysburg Borough Code of Ordinances*
Revised January 2023

Address of Unit to be Licensed: _____

One (1) rental unit per application

Description of Unit:

[] Single-Family House [] Half of Double House/ Duplex [] Apartment Unit
[] Dormitory [] Fraternity House [] Sorority House
[] Other _____

Number of Occupants: _____ Date Occupant(s) Assumed Residency: _____, _____, _____
Month Day Year

☆☆☆ **List names and telephone numbers of each occupant on reverse page.** ☆☆☆

Is off-street parking provided for the tenant(s) of this rental unit? [] Yes [] No

If yes, where is it located? _____

Number of spaces: _____ Tenants eligible for Residential Parking Permit (RPP)? [] Yes [] No

Name of Property Owner _____

Address _____ Telephone (____) ____ - ____
____ Alt. Phone (____) ____ - ____
____ Email _____

§4-302.2 If the property owner is not a full-time resident of the Borough of Gettysburg and does not reside within Adams County, Pennsylvania, the owner shall designate a manager who shall reside within 40 miles of the rental unit.

Name of Designated Local Property Manager _____

Address _____ Telephone (____) ____ - ____
____ Alt. Phone (____) ____ - ____
____ Email _____

§4-302.2 If the owner is a partnership or a corporation, the names and addresses of all partners or officers are required. Please print names, addresses and phone numbers of all partners or officers of the partnership or corporation on a separate sheet of paper and attach it to this application. If no partners (in the case of a partnership) or no corporate officers (in the case of a corporation) are residents of Adams County, Pennsylvania, a manager who resides or maintains offices within 40 miles of the rental unit must be designated.

To be filled out by office personnel only

License No.	Date Issued	Last Inspection	Next Inspection	No. Complaints	No. Units	Fees Paid	Occupants

§4-304F Names & Telephone Numbers of Each Occupant in Rental Unit

The names and telephone numbers of all occupants ages 16 and over must be provided on this application. Children under age 16 are not required to be named, but must be designated as “Child, age ____”. If one particular tenant is in charge of the residential unit he/she should be listed first.

NOTE: YOU MUST SUBMIT AN UPDATE WITHIN 15 DAYS OF ANY CHANGES IN TENANTS.

No additional license fee required for tenancy changes.

Information is required.

OCCUPANT'S NAME	TELEPHONE NUMBER	UNIT

I have read, understand, and agree to comply with all requirements of the Gettysburg Borough Residential Rental Occupancy Ordinance, fully understanding that failure to comply may result in disciplinary action including, but not limited to revocation/denial of my annual RRUO license and/or citation.

Submitted By: Signature of Property Owner

Received By: Signature of Borough Representative

Printed Name of Landlord/Property Owner

Printed Name of Borough Representative

Title (*if applicable*)

Title

Date

Date