



Borough of Gettysburg

APPLICATION FOR REGULATED RENTAL UNIT OCCUPANCY LICENSE

ANNUAL LICENSE FEE- \$36.00 per Unit

Required by Section 4-300 of the *Gettysburg Borough Code of Ordinances*
Revised January 2020

Address of Unit to be Licensed: _____

One (1) rental unit per application

Description of Unit:

- | | | |
|--|---|---|
| <input type="checkbox"/> Single-Family House | <input type="checkbox"/> Half of Double House/ Duplex | <input type="checkbox"/> Apartment Unit |
| <input type="checkbox"/> Dormitory | <input type="checkbox"/> Fraternity House | <input type="checkbox"/> Sorority House |
| <input type="checkbox"/> 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

<i>License No.</i>	<i>Date Issued</i>	<i>Last Inspection</i>	<i>Next Inspection</i>	<i>No. Complaints</i>	<i>No. Units</i>	<i>Fees Paid</i>	<i>Occupants</i>

