

RENTAL LICENSE APPLICATION

DOUGLAS SHIELDS - CODES ENFORCEMENT OFFICER

SOUTHAMPTON TOWNSHIP - FRANKLIN COUNTY

705 MUNICIPAL DRIVE SHIPPENSBURG PA 17257

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Application Date: _____

APPLICATION FOR A NEW RENTAL LICENSE

APPLICATION FOR RENEWAL OF EXISTING LICENSE NUMBER _____

RENEWAL OF EXISTING LICENSE IS DUE NO LATER THAN DECEMBER 31 EVERY YEAR

FEE DUE: \$ _____

RENTAL PROPERTY ADDRESS: _____

TYPE OF RENTAL: ___ SINGLE FAMILY ___ ROOMING HOUSE PARKING INFORMATION:
___ 2 UNIT DUPLEX ___ DORMITORY GARAGE SPACE ___
___ 3+ MULTI UNIT ___ INSTITUTIONAL 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 referenced 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

