

# Elizabethtown Borough

## Residential Rental License Application

Please complete both sides of this application and return to Elizabethtown Borough,  
600 S Hanover Street, Elizabethtown PA 17022

**Property Address** \_\_\_\_\_ **# Units at this Address** \_\_\_\_\_

(Please complete a separate application for each property address)

Dwelling Type (single family) (duplex) (apartment) (townhouse) (other) \_\_\_\_\_ (circle one)

Total number of off street parking spaces at this address \_\_\_\_\_

**Property Owner Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Owner Address** \_\_\_\_\_

\_\_\_\_\_

**Does owner live more than 20 miles from the Borough of Elizabethtown? Yes No (circle one)**

(If yes, then agent or manager contact information must be provided as per Borough Ordinance #864.)

### **Designated Agent Information (if applicable):**

Agent Name \_\_\_\_\_ Phone \_\_\_\_\_

Agent Address \_\_\_\_\_

\_\_\_\_\_

### **Utility Billing:**

**Borough policy is to mail utility bills to property owners or designated agent. If a tenant inquires, the Borough will provide trash & sewer balances to tenants (only names listed on the application) *unless OWNER declines and signs below.***

**I do not want Elizabethtown Borough providing trash and sewer balances to tenants.**

***Property Owner Signature*** \_\_\_\_\_

This application is for licensing of a residential unit as required by ordinance. Issuance of a Residential Rental Unit License does not indicate that the residential rental unit is in compliance with Borough Ordinances and/or any other applicable codes.

By signing this application, I certify that all facts in the application and all accompanying documentation are true and correct. This application is being made by me to induce official action on the part of Elizabethtown Borough and I understand that any false statements made herein are subject to the penalties of 18 PA. C.S. 4909, relating to unsworn falsification to authorities.

Date \_\_\_\_\_ ***Property Owner Signature*** \_\_\_\_\_

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List the names of every occupant residing at each unit address listed below. For your convenience this information may be submitted on a separately attached printed document(s) or spreadsheet(s). Please keep in mind that the Elizabethtown Borough Zoning Ordinance regulates the number of unrelated persons residing in a residential unit within the Borough.

Unit Address  
Street \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Unit Address  
Street \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Unit Address  
Street \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Unit Address  
Street \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Inspections are conducted Monday, Tuesday and Wednesday from 9 AM to 3 PM except holidays. Other inspection appointment times are subject to availability of the inspector.**

Owner's signature on page one indicates consent to an inspection of the premises located above by the Borough's Codes Compliance Official or a duly appointed representative of the Borough.

The general purpose of the inspection is to determine if the property complies with the existing Structures and Property Maintenance Code.

***(This application may be duplicated)***