

# Borough of Penbrook



150 South 28th Street Penbrook, Pennsylvania 17103 - 1996  
Telephone 717.232.3733 FAX 717.233.8589

## Residential Rental Unit License Application Year: \_\_\_\_\_ \$65.00 Fee Per Unit

Landlord: \_\_\_\_\_  
Please Print Legibly

Full Address: \_\_\_\_\_  
Street - City - State - ZIP Code

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner lives within 25 miles of the Borough.

Manager Data (Required if owner lives further than 25 miles from the Borough.)

Manager Name: \_\_\_\_\_

Full Address: \_\_\_\_\_  
Street - City - State - ZIP Code

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Rental Unit Address: \_\_\_\_\_

Rental Unit ID: \_\_\_\_\_ (Apartment Number if applicable.)

Date Certificate of Occupancy Expires: \_\_\_\_/\_\_\_\_/20\_\_\_\_

(Note: If you do not have a current Certificate of Occupancy for the above dwelling unit, you must have the unit inspected and obtain a certificate before a rental license can be issued)

Fee: **\$65.00** (Required by **February 15<sup>th</sup>** of each year.) **Make checks payable to Penbrook Borough.**

Licenses and Certificates of Occupancy are required for each dwelling unit. Landlords are required to provide information on each tenant (adults and children) on the reverse side.

Applicant Name (Please Print Legibly)

Applicant Signature

Date

For Office Use Only

License Issued on \_\_\_\_/\_\_\_\_/20\_\_\_\_ License Number: \_\_\_\_\_

Inspection Required Landlord ID: \_\_\_\_\_

**PROVIDE THE FOLLOWING INFORMATION FOR EACH TENANT (ADULTS AND CHILDREN)**

<b>Resident Name</b>	<b>Adult (18 or Over)</b>	<b>Child (Under 18)</b>	<b>Telephone Number</b>
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

**TELEPHONE NUMBERS ARE REQUIRED FOR EACH ADULT TENANT.**

Note: The landlord is required to notify the Borough of any changes to the above list within 10 days of the change in tenancy.

A Residential Rental Unit is any structure within the Borough of Penbrook which is occupied by someone other than the owner of the real estate as determined by the most current deed and for which the owner of the said parcel of real estate received any value, including but not limited to money or the exchange of services. Each apartment within a building is a separate structure requiring inspection and a license. (Ordinance 243, Section 243-3)

**Each Rental Unit Is REQUIRED To Have Its Own License.**

Rental unit licenses are in addition to the \$20.00 Business Privilege License required for every business in Penbrook.

If you have any questions regarding this application, please call 717-232-3733. Our office hours are 8:30 AM to 4:30 PM, Monday through Friday. However, we are close between 12:30 PM at 1:30 PM daily, for lunch.