



Year: 20____
Residential Rental Unit
License Application

Owner's Name: _____

Owner's Legal Address: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Owner lives within 25 miles of the Borough

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

Manager Name: _____

Manager Address: _____

Manager Phone: _____

Rental Address: _____ Penbrook, PA

Rental Apartment #: _____ (If applicable)

Fee: \$65.00 (for each rental unit)

Make checks payable to: Penbrook Borough

Licenses and Certificates of Occupancy are required for each dwelling unit.

Landlords are required to provide information for each tenant on reverse side.

OWNER NAME (PLEASE PRINT)

OWNER SIGNATURE (Must be signed by Owner)

DATE

-----**FOR OFFICIAL USE ONLY**-----

Date of Last Rental Inspection: _____

Date Certificate of Occupancy Expires: _____

(Note: If you do not have a Certificate of Occupancy for the dwelling unit, you must have the unit inspected before a license can be issued.)

PROVIDE THE FOLLOWING DATA FOR EACH TENANT

(PLEASE PRINT LEGIBLY)

Tenant Name	Adult (18 or Over)	Child (Under 18)	Telephone Number
	<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"/>	
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	<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 all adult tenants

The landlord must notify the Borough of any change in the above list of residents within 10 days after the change.

NOTE: 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. (Ord. 243, Sec 243-3)

Each Rental Unit is **REQUIRED** to have its own license.

Rental Unit Licenses are required in addition to the \$20 Business Privilege License needed for every business in Penbrook.

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