



340 Tri Hill Road, Suite A  
 York, PA 17403-5709  
 Phone 717-848-2858

OFFICE USE ONLY	
Tax Parcel ID #: 48-000-	
Ward _____	Zone _____
Inspection Due _____	

**APPLICATION FOR 2025  
 RESIDENTIAL RENTAL UNIT LICENSE**

Please complete the form below for each unit and return with your payment.

OWNER INFORMATION (Please Print)	
Name	
Address	
City/State/Zip	
Phone	E-Mail Address

Property owners are required to designate a local point of contact if the owner resides more than twenty (20) miles from the Township municipal limits. The point of contact is to have the authority to act on behalf of the owner.

CONTACT/PROPERTY MANAGEMENT INFORMATION	
Name	
Address	
City/State/Zip	
Phone	E-Mail Address

**RENTAL PROPERTY/UNIT INFORMATION – You must file a separate application for each unit**

RENTAL PROPERTY/UNIT ADDRESS	
TYPE OF UNIT (apartment, townhouse, single family dwelling, Group Home)	

**CURRENT TENANT(S) AND MOVE-IN DATES: (THIS SECTION MUST BE COMPLETED EVEN IF TENANT IS THE SAME)**

License fee \$200 per unit per year – cash, check, credit card (3% convenience fee added). Make payable to Spring Garden Township. Fee due no later than January 31, 2025, to avoid late fees.	Date Paid:

Call 717.848.2858 to schedule the bi-annual residential rental inspection if not inspected in 2023.

I certify that all the information provided in this form is accurate and up to date as of the submission of this form.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Failure to comply with any rental property ordinance within Spring Garden Township is subject to the following fines and penalties. (Ordinance No. 2008-08): Any owner or occupant or other person in charge of a rental property who has failed to timely license said rental property or received notice of a violation and failed to take the necessary corrective action shall, upon conviction thereof, be sentenced to pay a fine of not less than fifty dollars (\$50.00) nor more than one thousand dollars (\$1,000.00) together with the costs of prosecution and, in default thereof, be sentenced to imprisonment in the York County Prison for a period of not more than thirty (30) days. Each day of continued violation shall constitute a separate offense.