

**SPRING GARDEN TOWNSHIP**

340 TRI HILL ROAD, SUITE A

YORK, PA 17403-3806

PHONE NUMBER: 717.848.2858

<u>OFFICE USE ONLY</u>			
Tax Parcel ID: 48-000-			
Year _____	Ward _____	Zone _____	
Inspection Due _____			
Sewer _____ Permits _____			

**APPLICATION FOR RESIDENTIAL RENTAL UNIT LICENSE**

Please complete the form below for each unit and return with your payment, no later than January 31 each year. The license fee is \$200 per unit, per year. Payments can be made via cash, check, or credit card (3% convenience fee added).

**Any renewal license not received by January 31 will be charged a \$50 late fee.**

**PROPERTY/UNIT INFORMATION – YOU MUST FILE A SEPARATE APPLICATION FOR EACH UNIT****PROPERTY ADDRESS:****UNIT NUMBER (IF APPLICABLE):****VACANT:** YES NO**TYPE OF UNIT:**

APARTMENT  TOWNHOUSE  SINGLE-FAMILY DWELLING  GROUP HOME  
 ROOMING/BOARDING HOUSE (SEE BELOW)

**Rooming/Boarding House:** If this property is a rooming/boarding house, please execute the following: I understand that to be permitted to operate a rooming house within Spring Garden Township, an owner must occupy the dwelling unit full-time. By signing below, I affirm, as owner of the property, I occupy a dwelling unit within the rooming house.

Signature of Owner

Date

**CURRENT TENANT(S)****FIRST AND LAST NAME****MOVE-IN DATE****PROPERTY OWNER INFORMATION****NAME:****ADDRESS:****CITY:****STATE:****ZIP CODE:****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.

**PROPERTY MANAGEMENT INFORMATION****COMPANY NAME:****CONTACT NAME:****ADDRESS:****CITY:****STATE:****ZIP CODE:****PHONE:****E-MAIL ADDRESS:****PROPERTY MANAGEMENT TO BE BILLED FOR SEWER?** YES  NO (if no, bills will be mailed to property owner address listed above)

You will need to schedule the bi-annual residential rental inspection if not inspected within the last 2 years or if a new tenant has moved into the property since the last inspection. New tenant inspections are required each time a tenant changes. New rental properties also require an inspection before tenants move in. **Applications, questions, and inspection requests can be emailed to [codes@sgtwp.org](mailto:codes@sgtwp.org).**

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 or Agent'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.