

RESIDENTIAL RENTAL LICENSE APPLICATION

Borough of Millersville
100 Municipal Drive
Millersville, PA 17551

Fee Schedule	
1-19 Units	\$70.00 per unit
20+ Units	\$50.00 per unit

Permit /License Number _____ (Renewals only, as printed on accompanying invoice)

Property Address _____

Numbers of Units at this address _____

Dwelling Type (single family duplex apartment townhouse other _____) select one

Number of off street parking spaces at this address _____ adjacent property parking spaces _____

Owner Name _____ Phone _____

Owner Address _____

Email Address _____

Does owner live more than 20 miles from the Borough of Millersville? YES NO (circle one)
If yes, then agent or manager contact information must be provided.

Agent Name _____ Phone _____

Agent Address _____

Email Address _____

Please complete and return, with this application, the enclosed “Rental Unit Information” card(s) for each of the rental units under your license. This information will be noted on your rental account. The card will be posted, on the inside of the front door or on the wall beside the front door of each rental unit, at the time of inspection. (Millersville Borough Code of Ordinance, Chapter 290. §290-3 and §290-4.)

This application is for the licensing of a residential rental unit under Millersville Borough Codified Ordinances at Chapter 290. Issuance of a Residential Rental Unit License does not indicate that the residential rental unit is in compliance with the Borough Building Code, Borough Property Maintenance Code, Borough Zoning Ordinance, or any other applicable code or ordinance.

No application is complete without payment of the application fee. The Borough will not issue a Residential Rental Unit License authorizing rental of the unit unless all Borough sewer charges and trash collection charges are paid in full.

The undersigned hereby consents to an inspection of the premises located above by the Borough of Millersville Code Enforcement Officer or a duly appointed representative assigned by the Borough of Millersville. The purpose of the inspection is to determine if the property complies with all applicable provisions of the Housing Maintenance and Occupancy Codes of the Borough of Millersville.

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 Millersville Borough and I understand that any false statements made herein are being made subject to the penalties of 18 PA. C.S. § 4909 relating to unsworn falsification to authorities.

Preferred Inspection Date _____ and time _____ (will be reserved if available).

Inspections are currently conducted on Tuesday, Wednesday and Thursday from 8:30am until 4:00 pm except holidays. Preferred appointments are subject to availability of the inspector.

Date _____

Signature _____