



## BOROUGH OF PALMYRA

325 S. RAILROAD STREET  
 PALMYRA, PA 17078  
 PHONE: 717-838-6361  
 FAX: 717-838-1051  
[www.palmyraborough.org](http://www.palmyraborough.org)

# 2023 RENTAL PROPERTY APPLICATION

PART A: OWNER/APPLICANT			
Property Owner Name:			
Property Owner Physical Address:			
City:		State:	ZIP Code:
Home Phone:	Cell Phone:	Work Phone:	
<b>Rental Property Address:</b>			
Tax Parcel ID Number:		# Of Rental Units:	
Is The Property Vacant? (property is defined as a building or structure, not rental unit.) Yes _____ No _____			

PART B: PROPERTY MANAGER		
<p>No license shall be issued for a residential rental unit unless the owner lives within thirty (30) miles of the municipal limits of the Borough or designates a manager residing within thirty (30) miles of the municipal limits of the Borough. The owner or, if applicable, the manager shall provide contact information to the Borough which will permit the Borough, in the event of an emergency, to contact the property owner or manager 24 hours a day, seven days a week, 365 days a year. In the event the Borough alerts the owner, or the manager of an emergency, the owner or the manager shall go to the residential rental unit to address the emergency. The designation of a manager shall not be considered valid unless signed by the owner and the manager. The owner shall notify the Borough within ten (10) days of any change in the designated manager, providing all necessary contact information.</p>		
Company Name:		
Company Address:		
City:	State:	ZIP Code:
Contact Person Name:		Phone:
Contact Person Email Address:		Alt. Phone:

PART C: TENANT INFORMATION (Attach a separate sheet if more than 6 tenants / unit)	
Chapter 277: Rental & Vacant Property - Owner's Family Definition: Spouse, son, daughter, owner's parents, or owner's in-laws.	
<b>Name of Tenant over the age of 16:</b>	Unit #:
Owner Family Member? Yes _____ No _____ If Yes, Relationship to Owner: _____	
Phone:	Email:
<b>Name of Tenant over the age of 16:</b>	Unit #:
Owner Family Member? Yes _____ No _____ If Yes, Relationship to Owner: _____	
Phone:	Email:
<b>Name of Tenant over the age of 16:</b>	Unit #:
Owner Family Member? Yes _____ No _____ If Yes, Relationship to Owner: _____	
Phone:	Email:
<b>Name of Tenant over the age of 16:</b>	Unit #:
Owner Family Member? Yes _____ No _____ If Yes, Relationship to Owner: _____	
Phone:	Email:
<b>Name of Tenant over the age of 16:</b>	Unit #:
Owner Family Member? Yes _____ No _____ If Yes, Relationship to Owner: _____	
Phone:	Email:

## **PART D: DUTIES OF OWNER(S) OF RESIDENTIAL RENTAL UNITS**

Keep and maintain all residential rental units in compliance with all applicable codes, ordinances and provisions of all applicable state laws and regulations, including but not limited to the Borough Zoning Ordinance and Property Maintenance Code

Keep and maintain all premises in good and safe condition.

Be aware of, and act to eliminate disruptive conduct in all residential rental units.

Employ policies to and manage the residential rental units under his/her control in compliance with the provisions of this article, Borough ordinances and applicable state laws.

Pay or ensure payment of all real estate taxes, sewer charges, and trash collection fees to ensure that such vital utilities are provided.

Obtain and maintain a residential rental unit license.

Provide trash and recyclable collection and disposal services information and instruct tenants of the method of trash and recyclable collection (e.g., curbside or dumpster and day of pickup).

Provide the Borough within ten (10) days of occupancy with the names, physical address and mailing address, if different, of all tenants of the residential rental unit and notify the Borough of changes in the occupancy of the residential unit within ten (10) days thereof.

Take all actions necessary to ensure that each residential rental unit is occupied by only one family. For the purposes of this paragraph, a "family" is defined in the Borough Zoning Ordinance, i.e., Chapter 380, Article I, §380-13.

Require a written rental agreement for each residential rental unit which shall include the names of all permitted occupants. Each lease shall contain a provision and notice to the tenant(s) that if the license for the leased unit is revoked the owner shall have the right to terminate the lease and evict the tenant with thirty (30) days written notice and that tenant agrees this procedure does not violate any section of the Landlord Tenant Act of Pennsylvania. Further, if the lease is so terminated because of the owner not complying with the terms of this chapter, owner may be subject to suit by the tenant for damages.

Provide the Borough with all required information for a designated manager when required to do so by this article.

Provide at least one fire extinguisher, minimum UL rating of 2A-10B:C, ABC Dry Chemical, to be placed in the kitchen or near the kitchen, either under the kitchen sink or on a wall-mount bracket.

Install ten-year sealed lithium battery smoke detectors at such locations as are required by the Property Maintenance Code unless the residential rental unit is provided with an operational hard-wired smoke detection system.

It shall be the responsibility of every owner to display the license in the residential rental unit. The license shall include the name, address and telephone number of the owner or designated manager and the date of expiration of the license.

Display the telephone number to call to register complaints regarding the physical condition of the residential rental unit.

## **PART E: APPEALS**

An appeal from any decision of the Codes Compliance Officer shall be taken to Borough Council. Such appeal shall be made in writing within ten (10) business days after such decision has been made. The appeal shall be verified by an affidavit, shall state the grounds therefor and shall be filed with the Borough Secretary. The appeal shall be accompanied by the appeal fee which shall be established from time to time by ordinance or resolution of Borough Council. The appellant or his representative shall have the right to appear and be heard if such right is requested in the written appeal. Borough Council shall decide on such appeal within thirty (30) days of the hearing. Borough Council shall render a written decision, copies of which shall be provided to the Codes Compliance Officer and the appellant.

## **PART F: ENFORCEMENT**

Enforcement. The Codes Compliance Officer or other designated person shall be responsible for enforcing the provisions of this article. The occupant of a residential rental unit or the owner or manager of the residential rental unit may request an inspection of the residential rental unit and, if applicable, common areas in the building containing the residential rental unit. The Codes Compliance Officer may conduct investigations if the Codes Compliance Officer receives complaints or has cause and may, if permission to inspect is not granted, seek a search warrant of the applicable residential rental unit.

## **PART G: VIOLATIONS**

Violations. It shall be a violation of this article to commit or to permit any other person to commit any of the following acts:

- (1) To lease, let, or allow the occupancy of a residential rental unit without obtaining a residential rental license where required by this article.
- (2) To fail to perform the duties established by §277-4 of this article if such person is an owner of a residential rental unit.
- (3) To fail to perform the duties established by §277-8 of this article if such person is an occupant of a residential rental unit.
- (4) To place false information on or to omit relevant information from an application for a residential rental license.
- (5) To fail to comply with any other provisions of this article.

**PART H: PENALTIES**

- (1) Whoever violates any provision of this article shall, upon summary conviction for a first offense be fined no less than \$100 nor more than \$1,000; upon summary conviction for a second offense be fined no less than \$200 nor more than \$1,000; and upon summary conviction for a third or subsequent offense be fined no less than \$500 nor more than \$1,000.
- (2) In addition to prosecution of persons violating this article, the Codes Compliance Official or any duly authorized agent of the Borough, may take such civil or equitable remedies, in any court of record of the Commonwealth of Pennsylvania, against any person or property, real or personal, to affect the provisions of this Article.
- (3) The provisions of this section and the provisions of this article governing revocation, suspension or nonrenewal of residential rental licenses shall be independent, non-mutually exclusive, separate remedies, all of which shall be available to the Borough as may be deemed appropriate. The remedies and procedures in this article are not intended to supplant or replace, to any degree, the remedies provided to the Borough in Chapter 270, Property Maintenance, and Chapter 380, Zoning.
- (4) In addition to the fines and penalties set forth in this section, any person violating this article shall be assessed all costs allowed by law, including, but not limited to, the Borough's attorney's fees to the maximum extent such fees are recoverable.

**PART I: SALE OF PROPERTY**

A license shall not be transferred. In the case of licensed residential rental units that are sold or transferred, the new owner shall make application for a license for each residential rental unit prior to the occupancy of the residential rental unit. If the residential rental unit is occupied at the time of the sale or transfer, the new owner shall make application for a residential rental license within ten (10) days of the date of sale or transfer.

**PART J: FEES**

RENTAL LICENSE / VACANT RENTAL FEE: Cash or Check payable to Borough of Palmyra	Application Fee: # of units x \$50.00 = \$ _____
FAMILY MEMBER TENANT(S) (As defined in Section C)	NO FEE
VACANT PROPERTY REGISTRATION FEE (As defined in Section A)	\$200 per property / per year

**PART K: SIGNATURE**

Signature of applicant:	Date:
Signature of property owner/agent:	Date:

**If property is vacant, please complete the enclosed  
Vacant Property Registration Form**

**\*FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE\***

Application Fee Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Action Taken: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date of Action \_\_\_\_\_

License #(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason(s) for Denial, if Applicable:

\_\_\_\_\_

\_\_\_\_\_

Codes Compliance Officer: \_\_\_\_\_ Date: \_\_\_\_\_