

**Borough of Gettysburg
Department of Code Enforcement**

APPLICATION FOR REGULATED RENTAL
UNIT OCCUPANCY LICENSE
LICENSE FEE- \$25.00 Per Unit

Address of Unit to be Licensed: _____
(one unit per application)

Description of unit: Single House[], Double House[], Apartment[], Dormitory[],
Fraternity[], Sorority[], Other[] _____
(describe unit)

Names of each occupant in Unit (see page #2)
Note: You must submit an update within fifteen (15) days of any change in tenants.

Name of Property Owner _____ **Telephone (____)** _____
Address _____

If the property owner is not a full-time resident of the Borough of Gettysburg and does not reside within Adams County, Pennsylvania, the owner shall designate a manager who shall reside within Adams County, Pennsylvania.

Name of Manager _____ **Telephone (____)** _____
Address _____

If the owner is a partnership or a corporation, the names and addresses of all partners or officers are required. Please print names and addresses and phone numbers of all partners or officers of the partnership or corporation on a separate sheet of paper and attach it to this application. If no partners (in the case of a partnership) or no corporate officers (in the case of a corporation) are residents of Adams County, Pennsylvania, a manager who resides in Adams County, Pennsylvania must be designated.

To be filled out by office personnel only

License No.	Date Issued	Last Inspection	Next Inspection	No. Complaints	No. Units	Fees Paid	Occupants
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The names of all occupants must be shown on this application. If one particular tenant is in charge of the residential unit he/she should be listed first.

Check here if you have a current addendum for this tenant on file at the Borough office.

Occupants Names

Occupants Names

NOTE: YOU MUST SUBMIT AN UPDATE WITHIN 15 DAYS OF ANY CHANGES IN TENANTS

Signatures:

Landlord/Property Owner

Received by: Borough of Gettysburg

Date

Date