



2026 MOUNT JOY BOROUGH RENTAL REGISTRATION

THIS FORM MUST BE FILLED OUT IN ITS ENTIRETY. FORMS WITH INCOMPLETE OR MISSING INFORMATION MAY BE DENIED IN ACCORDANCE WITH MOUNT JOY BOROUGH ORDINANCE 195 SECTION 901.1 REPORTS BY OWNERS AND 902.3 ISSUANCE AND REVOCATION OF LICENSE

PROPERTY OWNER

ALL THE AREAS BELOW ARE REQUIRED TO BE COMPLETED, INCLUDING EMAIL ADDRESS & PHONE NUMBER . A POST OFFICE BOX (PO BOX) OF ANY TYPE IS NOT A PHYSICAL ADDRESS (THIS INCLUDES UPS STORE OR SIMILAR MAILBOX SERVICES).

PROPERTY OWNER NAME(S):

PROPERTY OWNER PHYSICAL ADDRESS: (A PO BOX WILL NOT BE ACCEPTED)

PHONE (1):

PHONE (2):

EMAIL:

PROPERTY MANAGER

PER MOUNT JOY BOROUGH ORDINANCE 195 SECTION 904.1 - NO RENTAL PERMIT SHALL BE ISSUED TO ANY OWNER RESIDING OUTSIDE OF THE COUNTY UNLESS A PROPERTY MANAGER IS APPOINTED BY THE OWNER. THE PROPERTY MANAGER SHALL RESIDE OR WORK WITHIN THE COUNTY. THE NAME (COMPANY AND AGENT, IF APPLICABLE), PHONE NUMBER, EMAIL, AND ADDRESS SHALL BE PROVIDED TO THE BOROUGH. A PO BOX OF ANY KIND IS NOT A VALID ADDRESS. THIS DESIGNATION IS NOT VALID UNLESS THE STATEMENT INLCUED IN THIS APPLICATION IS SIGNED BY BOTH THE OWNER AND MANAGER.

PROPERTY MANAGER NAME:

PROPERTY MANAGEMENT COMPANY (IF APPLICABLE):

PROPERTY MANAGEMENT PHYSICAL ADDRESS (A PO BOX WILL NOT BE ACCEPTED)

PHONE (1):

PHONE (2):

EMAIL:

SIGNATURES REQUIRED OR APPLICATION WILL NOT BE ACCEPTED

THE PROPERTY OWNER STATED ON THIS DOCUMENT AND SIGNED BELOW AND THE PROPERTY MANAGER OR REPRESENTATIVE SIGNED BELOW DO HEREBY ATTEST THAT THE PROPERTY MANAGER STATED IN THIS DOCUMENT HAS BEEN DESIGNATED TO ACT ON BEHALF OF THE OWNER IN ACCORDANCE WITH MOUNT JOY BOROUGH ORDINANCE

PROPERTY OWNER

DATE

PROPERTY MANAGER

DATE

PROPERTY(S)

MOUNT JOY BOROUGH ORDINANCE REQUIRES THAT THE ADDRESS AND TENANT INFORMATION BE PROVIDED WHEN APPLYING FOR A RENTAL PERMIT. PLEASE PROVIDE THE REQUIRED INFORMATION BELOW. IT IS REQUIRED BY ORDINANCE THAT ALL PROPERTIES INTENDED TO BE RENTED BE REPORTED, INCLUDING THOSE THAT ARE CURRENTLY VACANT.

SPACE HAS BEEN PROVIDED TO INCLUDE UP TO 6 RENTAL UNITS. PLEASE TREAT EACH RENTAL UNIT AS A SEPERATE ADDRESS (APT A, APT B, APT C, ETC). NAME, PHONE NUMBER, AND EMAIL SHALL BE PROVIDED FOR ALL TENANTS OVER 18 YEARS OF AGE, THE NUMBER OF MINORS RESIDING IN THE RENTAL UNIT SHALL BE REPORTED. FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN THE DENIAL OF THE PERMIT

APPLICATION

RENTAL UNIT 1

ADDRESS

TOTAL NUMBER OF TENANTS

TENANT INFORMATION

NUMBER OF MINOR AGED OCCUPANTS

NAME(S) [18 YO AND OVER]:

PHONE (1):

PHONE (2):

EMAIL:

RENTAL UNIT 2

ADDRESS

TOTAL NUMBER OF TENANTS

TENANT INFORMATION

NUMBER OF MINOR AGED OCCUPANTS

NAME(S) [18 YO AND OVER]:

PHONE (1):

PHONE (2):

EMAIL:

RENTAL UNIT 3

ADDRESS

TOTAL NUMBER OF TENANTS

TENANT INFORMATION

NUMBER OF MINOR AGED OCCUPANTS

NAME(S) [18 YO AND OVER]:

PHONE (1):

PHONE (2):

EMAIL:

RENTAL UNIT 4

ADDRESS

TOTAL NUMBER OF TENANTS

TENANT INFORMATION

NUMBER OF MINOR AGED OCCUPANTS

NAME(S) [18 YO AND OVER]:

PHONE (1):

PHONE (2):

EMAIL:

RENTAL UNIT 5

ADDRESS

TOTAL NUMBER OF TENANTS

TENANT INFORMATION

NUMBER OF MINOR AGED OCCUPANTS

NAME(S) [18 YO AND OVER]:

PHONE (1):

PHONE (2):

EMAIL:

RENTAL UNIT 6

ADDRESS

TOTAL NUMBER OF TENANTS

TENANT INFORMATION

NUMBER OF MINOR AGED OCCUPANTS

NAME(S) [18 YO AND OVER]:

PHONE (1):

PHONE (2):

EMAIL:

RENTAL PERMIT FEE

Borough Use

\$85 PER UNIT X NUMBER OF UNITS =

LATE FEE = \$25 PER UNIT X NUMBER OF UNITS =

TOTAL DUE =

APPLICATION CERTIFICATION

THE BELOW SIGNED PROPERTY OWNER OR PROPERTY MANAGER DOES HEREBY CERTIFY THAT THIS APPLICATION IS FILLED OUT COMPLETELY WITH ALL REQUIRED INFORMATION AND THAT THEY WILL ABIDE BY THE DUTIES OF AN OWNER OR MANAGER OF A RENTAL UNIT AS SPECIFIED BELOW AND RECORDED IN MOUNT JOY BOROUGH ORDINANCE CHAPTER 195 SECTION 905.1

DUTIES OF OWNER AND MANAGERS OF RENTAL UNITS

- 1 KEEP AND MAINTAIN ALL RENTAL UNITS IN COMPLIANCE WITH ALL APPLICABLE CODES, ORDINANCES, AND PROVISIONS OF ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS, INCLUDING BUT NOT LIMITED TO CHAPTER 270 AND CHAPTER 195 PROPERTY MAINTENANCE OF THE MOUNT JOY BOROUGH CODE
- 2 KEEP AND MAINTAIN ALL PREMISES IN GOOD AND SAFE CONDITION
- 3 BE AWARE OF, AND ACT TO ELIMINATE DISRUPTIVE CONDUCT IN ALL RENTAL UNITS
- 4 EMPLOY POLICIES TO AND ACTUALLY MANAGE RENTAL UNITS UNDER THEIR CONTROL IN COMPLIANCE WITH THE PROVISIONS OF THIS, CHAPTER 195, BOROUGH ORDINANCES AND APPLICABLE FEDERAL, STATE, AND LOCAL LAW AND REGULATIONS
- 5 PAY OR ENSURE PAYMENT OF ALL REAL ESTATE TAXES, WATER AND SEWER RATES, AND TRASH COLLECTION FEES TO INSURE THAT SUCH VITAL UTILITIES ARE PROVIDED
- 6 PROVIDE EACH TENANT WITH A DISCLOSURE STATEMENT CONTAINING THE REQUIREMENTS OF THIS SECTION 9, INCLUDING THE PROVISIONS RELATING TO DISRUPTIVE CONDUCT.
- 7 TAKE ALL ACTIONS NECESSARY TO ENSURE THAT EACH RENTAL UNIT IS OCCUPIED BY ONLY ONE FAMILY
- 8 REQUIRE A WRITTEN RENTAL AGREEMENT FOR EACH RENTAL UNIT WHICH SHALL INCLUDE THE NAMES OF ALL PERMITTED OCCUPANT.
- 9 PROVIDE AT LEAST ONE ABC DRY CHEMICAL TYPE FIRE EXTINGUISHER WITH A MINIMUM UL LISTING OF 2A-10B:C TO BE LOCATED IN OR IN CLOSE PROXIMITY TO THE KITCHEN MOUNT EITHER ON A WALL BRACKET OR STORED UNDER THE SINK
- 10 INSTALL 10 YEAR, SEALED, LITHIUM BATTERY, SMOKE DETECTORS AT SUCH LOCATIONS AS REQUIRED BY THIS, CHAPTER 195, UNLESS A HARD-WIRED SMOKE DETECTION SYSTEMS IS PROVIDED TO THE RENTAL UNIT
- 11 POST A NOTICE WHICH INCLUDES AT MINIMUM THE NAME, MAILING ADDRESS, PHONE NUMBER, AND EMAIL OF THE OWNER AND/OR MANAGER,, THE EVENINGS ON WHICH TRASH AND RECYCLING ARE TO BE PLACED ON THE CURBSIDE IF BOROUGH TRASH SERVICE IS USED, THE PHONE NUMBER TO THE BOROUGH OFFICE SO THAT PROPERTY MAINTENANCE CONCERNS CAN BE FILED, AND EMERGENT AND NON-EMERGENT PHONE NUMBERS FOR POLICE, FIRE, AND EMERGENCY MEDICAL SERVICES.

NAME (PRINT)

DATE

SIGNATURE

PHONE

EMAIL

BOROUGH USE ONLY:

PERMIT # _____

APPROVED DATE _____

STICKER ISSUED : _____