



# MOUNT JOY BOROUGH CHANGE OF RENTAL MANAGER

PER MOUNT JOY BOROUGH ORDINANCE 195 SECTION 904.1 - PROPERTY OWNERS THAT DO NOT LIVE WITHIN LANCASTER COUNTY ARE REQUIRED TO APPOINT A PROPERTY MANAGER. THE APPOINTED PROPERTY MANAGER SHALL RESIDE OR WORK IN LANCASTER COUNTY. WHEN A PROPERTY OWNER APPOINTS OR CHANGES A PROPERTY MANAGER (REGARDSLESS OF IF THE APPOINTMENT IS REQUIRED BY ORDINANCE OR NOT) THE PROPERTY OWNER SHALL REPORT SUCH APPOINTMENT OR CHANGE WITHIN 30 DAYS. FAILURE TO COMPLETE AND SUBMIT THIS REPORT WITHIN THE 30 DAYS OF A CHANGE OF TENANT SHALL CONSTITUTE A VIOLATION OF THE ORDINANCE AND COULD RESULT IN ENFORCEMENT ACTION. THE FOLLOWING INFORMATION SHALL BE PROVIDED ON THIS FORM WHEN REPORTING AN APPOINTMENT OR CHANGE OF MANAGER: COMPANY NAME (IF APPLICABLE), NAME OF AGENT/MANAGER, OFFICE PHONE, DIRECT PHONE, EMAIL, PHYSICAL/MAILING ADDRESS (A PO BOX IS NOT AN ACCEPTABLE MAILING ADDRESS, INCLUDING UPS STORE OR SIMILAR PO BOXES), AND DATE OF APPOINTMENT. FOR QUESTIONS OR SUBMISSION, CONTACT THE MOUNT JOY BOROUGH CODES DEPARTMENT: 717-653-2300 - ZONING@MOUNTJOYPA.ORG

### PROPERTY INFORMATION

PROPERTY #1 RENTAL UNIT ADDRESS (PHYSICAL STREET ADDRESS AND ANY UNIT OR APARTMENT IDENTIFIER, SUCH AS: 123 Main St Apt A)

PROPERTY OWNER  PHONE

EMAIL:

### MANAGER INFORMATION

COMPANY NAME (IF APPLICABLE)

AGENT/MANGER NAME

PHYSICAL ADDRESS

PHONE (1):  PHONE (2):

EMAIL:

### APPOINTMENT STATEMENT

### 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

### SUBMISSION STATEMENT

PERSON COMPLETING  PHONE

EMAIL

DATE FORM COMPLETED

INDICATE RELATIONSHIP TO PROPERTY:

PROPERTY OWNER

PROPERTY MANAGER

SIGNATURE

BY SIGNING I DO HEREBY ATTEST THAT ALL INFORMATION ON THIS FORM IS COMPLETE AND ACCURATE

### BOROUGH USE

DATE FORM DATA ENTERED \_\_\_\_\_

PERSON ENTERING DATA \_\_\_\_\_