

MILLERSVILLE BOROUGH OFFICES
100 MUNICIPAL DRIVE
MILLERSVILLE, PA 17551-1424



MAYOR RICHARD M. MORIARTY
COUNCIL PRESIDENT SCOTT A. BAILEY
BOROUGH MANAGER EDWARD J. ARNOLD

RESIDENTIAL RENTAL LICENSE APPLICATION

**Borough of Millersville
Lancaster County, Pennsylvania**

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

Property Address _____ Nbr. Units 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 _____

This application is for the licensing of a residential rental unit under Part 1, Residential Unit Regulation, of Chapter 11, Housing, of the Code of Ordinances. 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.

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.

Date _____ Signature _____

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Fee Schedule	
1-19 Units	\$50.00 per unit
20 + Units	\$35.00 per unit

License Number _____

List the names of every occupant residing at each unit address listed below. For your convenience this information may be submitted on separately attached printed document(s) or spreadsheet(s). Please keep in mind that Millersville Borough Ordinance permits a maximum of three (3) unrelated persons to reside in a residential rental unit.

Please print all names

Unit Address _____

Unit Address _____

1.

1.

2.

2.

3.

3.

Unit Address _____

Unit Address _____

1.

1.

2.

2.

3.

3.

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

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

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. All inspections must be completed within thirty (30) days of the invoice date.

Signature of Owner or Agent

Voice 717-872-4645, Fax 717-872-1895, Email: millersville@millersvilleborough.org
Home of Millersville University of Pennsylvania