



# Londonderry Township

## Dauphin County

783 S Geyers Church Rd, Middletown, Pa 17057

CREATED: 4/1/2024

REVISED: 3/11/2025

# RENTAL LICENSE APPLICATION

**THIS FORM MUST BE FILLED OUT IN ITS ENTIRETY. FAILURE TO SUBMIT THE REQUIRED INFORMATION ON THIS FORM  
COULD RESULT IN DENIAL OF THE APPLICATION IN ACCORDANCE WITH CHAPTER 11 RENTAL HOUSING OF THE  
LONDONDERRY TOWNSHIP CODE OF ORDINANCES**

**-----  
PLEASE PRINT CLEARLY - ILLEGIBLE WRITING WILL RESULT IN REVIEW AND APPROVAL DELAYS  
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### OWNER INFORMATION

PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ ALT. PHONE \_\_\_\_\_

PROPERTY OWNER ADDRESS \_\_\_\_\_

**\*\* PER SECTION 11-302.2: A P.O. BOX IS NOT AN ACCEPTABLE ADDRESS FOR THIS PURPOSE \*\***

### PROPERTY MANAGEMENT

PER SECTION 11-302.2, 11-302.3, & 11-302.15 : ANY OWNER THAT DOES NOT HAVE THEIR PERMANENT ADDRESS WITHIN THE TWENTY (20)  
MILES OF THE TOWNSHIP BOUNDRIES SHALL APPOINT AN AGENT TO MANAGE THE PROPERTY ON THEIR BEHALF AND PROVIDE THE  
INFORMATION BELOW. NOTHING IN THESE SECTIONS SHALL RESTRICT AN OWNER LIVING WITHIN THE DESIGNATED TWENTY (20) MILE  
RADIUS FROM APPOINTING AN AGENT TO MANAGE THE PROPERTY.

☐ PROPERTY OWNER LIVES IN THE TOWNSHIP OR WITHIN 20 MILES AND WILL NOT BE APPOINTING AN AGENT

AGENT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

COMPANY NAME (IF APPLICABLE) \_\_\_\_\_

ADDRESS \_\_\_\_\_

**\*\* PER SECTION 11-302.2: A P.O. BOX IS NOT AN ACCEPTABLE ADDRESS FOR THIS PURPOSE \*\***

EMAIL \_\_\_\_\_ ALT. PHONE \_\_\_\_\_

**PER SECTION 11-302.2 & 11-302.9 - WRITTEN AUTHORIZATION TO ACCEPT SERVICE ON BEHALF OF THE  
OWNER BY THE AGENT AND SIGNATURES OF BOTH THE OWNER AND AGENT ARE REQUIRED IN ORDER FOR  
AN APPOINTMENT OF AN AGENT TO BE CONSIDERED VALID.**

THE PROPERTY OWNER STATED ON THIS DOCUMENT AND SIGNED BELOW ALONG WITH THE AGENT STATED ON THIS  
DOCUMENT AND SIGNED BELOW DO HEREBY ATTEST THAT THE AGENT STATED IN THIS DOCUMENT HAS BEEN  
DESIGNATED TO ACT AS A PROPERTY MANAGER ON BEHALF OF THE OWNER AND RECEIVE ALL NOTICES,  
COMMUNICATIONS, AND SERVICE TO THAT END INCLUDING SERVICE OF INITIAL AND SUBSEQUENT PLEADINGS ON  
BEHALF OF THE OWNER

DATE \_\_\_\_\_

OWNER SIGNATURE \_\_\_\_\_

AGENT SIGNATURE \_\_\_\_\_

## RENTAL UNITS

PER SECTION 11-301 AND 11-302: THE TOTAL NUMBER OF DWELLING UNITS ON THE PROPERTY MUST BE PROVIDED AND THE NUMBER OF UNITS TO BE USED AS RENTAL UNITS MUST BE IDENTIFIED. RENTALS UNITS MUST BE IDENTIFIED AS EITHER SHORT-TERM OR LONG-TERM. A LONG-TERM RENTAL UNIT MAY NOT BE USED AS A SHORT-TERM RENTAL UNIT, UNLESS A SEPERATE APPLICATION IS MADE FOR A SHORT-TERM RENTAL LICENSE AND THE PROPERTY IS ZONED FOR THE USE AS A SHORT-TERM RENTAL.

ADDRESS \_\_\_\_\_

TOTAL NUMBER OF DWELLING UNITS \_\_\_\_\_

TOTAL NUMBER OF RENTAL UNITS \_\_\_\_\_

PER SECTION 11-302.14: A SEPARATE LICENSE AND FEE SHALL BE ASSESSED TO EACH INDIVIDUALLY APPROVED RENTAL UNIT

THIS DOCUMENT HAS BEEN DESIGNED TO ALLOW FOR UP TO SIX (6) RENTAL UNITS ON THE SAME PROPERTY, IF MORE UNITS ARE REQUIRED TO BE APPLIED FOR AT THE PROPERTY IN QUESTION, PLEASE CONTACT THE TOWNSHIP CODES DEPARTMENT.

### RENTAL UNIT 1

LICENSE TYPE: ☐ LONG-TERM RENTAL ☐ SHORT-TERM RENTAL

UNIT ID (I.E. APT 1 / UNIT B): \_\_\_\_\_

TOTAL NUMBER OF BEDROOMS \_\_\_\_\_

### TWP USE

\_\_\_\_\_  
LICENSE #

\_\_\_\_\_  
OCCUPANCY LIMIT

### RENTAL UNIT 2

LICENSE TYPE: ☐ LONG-TERM RENTAL ☐ SHORT-TERM RENTAL

UNIT ID (I.E. APT 1 / UNIT B): \_\_\_\_\_

TOTAL NUMBER OF BEDROOMS \_\_\_\_\_

\_\_\_\_\_  
LICENSE #

\_\_\_\_\_  
OCCUPANCY LIMIT

### RENTAL UNIT 3

LICENSE TYPE: ☐ LONG-TERM RENTAL ☐ SHORT-TERM RENTAL

UNIT ID (I.E. APT 1 / UNIT B): \_\_\_\_\_

TOTAL NUMBER OF BEDROOMS \_\_\_\_\_

\_\_\_\_\_  
LICENSE #

\_\_\_\_\_  
OCCUPANCY LIMIT

### RENTAL UNIT 4

LICENSE TYPE: ☐ LONG-TERM RENTAL ☐ SHORT-TERM RENTAL

UNIT ID (I.E. APT 1 / UNIT B): \_\_\_\_\_

TOTAL NUMBER OF BEDROOMS \_\_\_\_\_

\_\_\_\_\_  
LICENSE #

\_\_\_\_\_  
OCCUPANCY LIMIT

### RENTAL UNIT 5

LICENSE TYPE: ☐ LONG-TERM RENTAL ☐ SHORT-TERM RENTAL

UNIT ID (I.E. APT 1 / UNIT B): \_\_\_\_\_

TOTAL NUMBER OF BEDROOMS \_\_\_\_\_

\_\_\_\_\_  
LICENSE #

\_\_\_\_\_  
OCCUPANCY LIMIT

### RENTAL UNIT 6

LICENSE TYPE: ☐ LONG-TERM RENTAL ☐ SHORT-TERM RENTAL

UNIT ID (I.E. APT 1 / UNIT B): \_\_\_\_\_

TOTAL NUMBER OF BEDROOMS \_\_\_\_\_

\_\_\_\_\_  
LICENSE #

\_\_\_\_\_  
OCCUPANCY LIMIT

**THE FOLLOWING ITEMS ARE REQUIRED TO BE SUBMITTED WITH THIS APPLICATION UNDER SECTION 11-302.  
FAILURE TO SUBMIT THESE ITEMS WILL RESULT IN REVIEW DELAYS OR DENIAL OF APPLICATION**

|  | <i>CHECK OFF ITEMS THAT HAVE BEEN SUBMITTED</i> | APPLICANT                | TWP REVIEW               |
|--|---|--------------------------|--------------------------|
| <b>SITE PLAN</b> A DETAILED DRAWING SHOWING THE PROPERTY FROM AN AERIAL VIEW, INCLUDING BUT NOT LIMITED TO THE LOCATION AND NUMBER OF ON-SITE PARKING SPACES, AND ON-LOT SEWAGE DISPOSAL SYSTEMS   | <input type="checkbox"/>                        | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>FLOOR PLAN(S)</b> A DETAILED FLOOR PLAN OF THE RENTAL UNIT INCLUDING, BUT NOT LIMITED TO THE TOTAL HABITABLE FLOOR SPACE, MEANS OF EGRESS, FIRE ALARM AND DETECTOR LOCATIONS, TOTAL NUMBER OF BEDROOMS AND THERE LOCATIONS  | <input type="checkbox"/>                        | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>COPY OF DEED</b> A COPY OF THE CURRENT RECORDED DEED FOR THE PROPERTY ESTABLISHING THE APPLICANT OWNERSHIP  | <input type="checkbox"/>                        | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>INSURANCE</b> A COPY OF THE DECLARATION PAGE OF A PAID UP, CURRENT, AND IN EFFECT FOR THE APPLICATION PROPERTY SHOWING A MINIMUM OF \$500,00 LIABILITY COVERAGE WHICH SPECIFICALLY COVERS RENTAL UNITS FOR THE FULL PERIOD OF THE LEASE TERM  | <input type="checkbox"/>                        | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>SEWAGE DISPOSAL</b> ON-LOT SYSTEMS SHALL SUPPLY AN EVALUATION FROM A PUMPER/HAULER ON THE TOWNSHIP CERTIFIED LIST SHOWING THAT THE SYSTEM IS PROPERLY FUNCTIONING AS INTENDED AND PROVIDE PROOF THAT THE TANK WAS PUMPED BY A PUMPER/HAULER ON THE TOWNSHIP CERTIFIED LIST WITHIN THE PREVIOUS THREE YEARS. | <input type="checkbox"/>                        | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>TAXES</b> PROVIDE A COPY OF THE FOLLOWING TAX DOCUMENTS:<br>CURRENT DAUPHIN COUNTY HOTEL ROOM EXCISE TAX CERTIFICATE<br>CURRENT PA SALES, HOTEL USE AND OCCUPANCY TAX LICENSE<br><i>(SHORT TERM RENTAL APPLICATIONS ONLY)</i>   | <input type="checkbox"/>                        | <input type="checkbox"/> | <input type="checkbox"/> |

**TRESPASS WAIVER**

PURSUANT TO SECTION 11-302.10 A TRESPASS WAIVER MUST BE SIGNED BY THE PROPERTY OWNER ALLOWING THE CODE OFFICIAL OR HIS DESIGNATED REPRESENTATIVE ACCESS TO THE PROPERTY FOR THE PRUPOSE OF INSPECTION TO VERIFY COMPLIANCE WITH THE PROVISIONS OF THE ORDINANCE

*THE BELOW SIGNED DO HEREBY CERITFY THAT THEY ARE THE OWNERS OF THE PROPERTY STATED IN THIS APPLICATION AND THAT THE LONDONDERRY TOWNSHIP CODE OFFICIAL OR THEIR APPOINTED REPRESENTATIVE ARE HEREBY AUTHORIZED AND GRANTED ACCESS TO THE PROPERTY FOR THE PURPOSE OF PERFORMING INSPECTIONS TO ENSURE COMPLIANCE WITH ORDINANCE 2024-02 RENTAL HOUSING, IDENTIFIED AS CHAPTER 11 OF THE LONDONDERRY TOWNSHIP CODE OF ORDINANCES.*

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER (PRINT)

\_\_\_\_\_  
PROPERTY OWNER (SIGN)

**APPLICATION CERTIFICATION**

**PURSUANT TO SECTION 11-302.13 LICENSE SHALL ONLY BE ISSUED TO THE OWNER OF THE PROPERTY. BY  
SIGNING BELOW THE OWNERS DO CERTIFY THAT:**

- 1 All information provided in this application document and submitted in support of this application are true and correct.
- 2 They understand that they are required to abide by the standards and requirements set out in Chapter 11 Rental Housing of the Londonderry Township Code of Ordinance, in particular Section 11-404 Owner Requirements
- 3 They understand that no dwelling unit may be used or operated as a rental unit until such as a license for the operation of said unit is reviewed and approved and that a "Long-Term" rental unit may not operate as a "Short-Term" rental unit with out first obtaining a license for that specific use.
- 4 They understand that advertising of a rental unit must include the Township Rental Registrtaion Number and the maximum occupnacy limit as detailed in the License. Failure to advertise the License Number or to advertise a hgiher occupancy than permitted on the license shall be a violation of the Ordinance.
- 5 They understand that if their place of primary residence is greater than twenty (20) miles from the Township, a Property Manager must be appointed and shall be responsible to receive notices, communication, and service necessary to the administration of the rental unit.
- 6 They understand that they shall use their best effort to assure occupants fo the rental unit abide by Township Ordinance and State Law as detailed in Section 11-404.5 & 404.6
- 7 They understand that the Code Official or their designated representative will, with reasonable scheduling and arrangements, shall be granted access to inspect the property for compliance with the Ordinance in accordnace with the cycle prescribed in the Ordinance or to investigate instances of reported violation.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER (PRINT)

\_\_\_\_\_  
PROPERTY OWNER (SIGN)

**TOWNSHIP USE ONLY**

\_\_\_\_\_  
TAX PARCEL ID #

\_\_\_\_\_  
RECEIVED

\_\_\_\_\_  
REVIEWED

\_\_\_\_\_  
ZONING DISTRICT

\_\_\_\_\_  
ISSUED

\_\_\_\_\_  
DENIED

\_\_\_\_\_  
INSEPTION

☐  
P

☐  
F

\_\_\_\_\_  
RE-INSEPTION

☐  
P

☐  
F